



**NEW DELHI MUNICIPAL COUNCIL**  
PALIKA KENDRA, SANSAD MARG, NEW DELHI - 110001

**Registration Receipt of WTI Admission session (2022-2023)**



Trade: \_\_\_\_\_

Roll. No. \_\_\_\_\_

Category: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Details			
Registration No.			
Name		Father's Name	
Mother's Name		Date of Birth	
Age as on 01.07.2022		Category	
Religion		Address	
State		Pin code	
Mobile		Trade Option 1	
e-mail id		Trade Option 2	
Hobbies			

S.No	Exam. Passed	Year	School/Board/University	Subject	Max. Marks	Marks Obtd.	%age of Marks

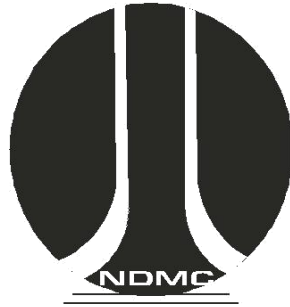
Signature of Candidate

For Office Use only

Verified by

Checked by

Principal, WTI



# **NEW DELHI MUNICIPAL COUNCIL**

PALIKA KENDRA, SANSAD MARG, NEW DELHI-110001

Website : [www.ndmc.gov.in](http://www.ndmc.gov.in)

Admission Centre

## **WOMEN TECHNICAL INSTITUTE**

Netaji Nagar, New Delhi-110023

Tel. : 26881084

24105206

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## 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> class under 10+2 system	
8.	Cooking, Catering and Home management	1	16		
9.	Textile Designing	1	16	10 <sup>th</sup> Passed	
10.	Music (Vocal)		No Limit	No-Basic Academic qualification Required	Affiliated to Prayag Sangeet Samiti, Allahabad
11.	Music (Light)				
12.	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 Weifare 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, TUTION 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.
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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
	a) Light Music	75.00	1st & 2nd Year
		75.00	3rd & 4th Year (Senior Diploma)
	b) Vocal Music	60.00	1st & 2nd Year
		75.00	3rd & 4th Year
		100.00	5th & 6th Year (Degree Course)
	c) Kathak Dance	75.00	1st to 3rd Year
		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:

2.	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)	Theortical	10 hrs. per week
<b>Out of which :</b>			
	1.	Trade theory	8 hrs. per week
	2.	Social Studies	2 hrs. per week
	3.	Extra curricular activities	4 hrs. per week

4. **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.*

**NEW DELHI MUNICIPAL COUNCIL  
WOMEN TECHNICAL INSTITUTE  
NETAJI NAGAR: NEW DELHI**

**Sub:- Registration for admission in various courses in Women Technical Institute (WTI), Netaji Nagar, New Delhi -110023 (An institute affiliated with Directorate General of Employment and Training Govt of India) for the session 2022-2023.**

Women Technical Institute, Netaji Nagar, New Delhi-110023 invites online applications for registration in various trades/vocational courses for the session 2022-2023.

S. No.	Name of Trade	Affiliation	Duration	Eligibility	Age Limit
1.	Computer Operator & Programming Assistant	NCVT*	One Year	10 <sup>th</sup> Pass	Above 14 Years
2.	Stenographer & Secretarial Assistant (English)				
3.	Stenographer & Secretarial Assistant (Hindi)				
4.	Surface Ornamentation Techniques (Embroidery & Needle Work)			8 <sup>th</sup> Pass	
5.	Sewing Technology			SCVT**	
6.	Dress Designing				
7.	Beauty & Hair Dressing	SCVT***	One Year	10 <sup>th</sup> Pass	Above 10 Years
8.	Cookery Catering & Home Management				
9.	Textile Designing				
10.	Light Music (Senior Diploma)	Prayag Sangeet Smiti, Allahabad	Four year	No qualification required	
11.	Vocal Music (Degree Course)		Six year		
12.	Kathak Dance (Degree Course)		Six year		

\* National Council of Vocational Training

\*\* State Council of Vocational Training

Salient features: The Institute is centrally situated at Netaji Nagar, New Delhi. It is easily accessible with the nearest Metro Station at Bhikaji Kama Place and Bus Stop at Sarojini Nagar.

For any query please contact us on 20863689 or Mobile No. 9899348010, 7983580008 or visit NDMC website [www.ndmc.gov.in](http://www.ndmc.gov.in) or directly visit at WTI Netaji Nagar.

**Director (Education)**

**WOMEN TECHNICAL INSTITUTE**  
**NETAJI NAGAR NEW DELHI**

**Sub:- Seeking approval for publication of advertisement for the academic session 2022-2023 at Women Technical Institute.**

**May kindly refer the note# 32 above.**

2. Women Technical Institute Netaji Nagar is imparting training to women in various trades since 1990. All trades are recognized from DGE&T Govt in India, Board of technical education Govt of NCT Delhi and Prayag Sangeet Samiti Allahabad.
3. The case is regarding publishing of advertisement in two Newspapers one English and one Hindi i.e. Times of India and Nav Bharat Times, under general display, pertaining to admission notice for the academic session 2022-2023 at WTI.
4. For the new academic session 2022-2023, DTTE has been started the admission from May 2022, up to 31 July 2022. Due to Covid-19, the admissions in every Govt & Pvt it is were very less in the academic session 2020-2021 & 2021-2022.
5. However, it is felt that in the interest of students of economically weaker section the publication of advertisement may be of immense help in seeking admission at Women Technical Institute and in order to increase the enrolment and for optimum utilization our resources wide publicity through leading newspaper is proposed.
6. The IT Department has already a developed programme/application form for inviting the name for registration from the candidates for admission in WTI.
7. At present the following is the detail of courses in the WTI for which we may invite the applications for registration:-

<b>S. No.</b>	<b>Name of Trade</b>	<b>Affiliation</b>	<b>Duration</b>
	Computer Operator & Programming Assistant	NCVT*	One Year
	Stenographer & Secretarial Assistant (English)	NCVT	One Year
	Stenographer & Secretarial Assistant (Hindi)	NCVT	One Year
	Surface Ornamentation Techniques (Embroidery & Sewing Technology)	NCVT	One Year
	Beauty & Hair Dressing	SCVT**	One Year
	Dress Designing	SCVT	One Year
	Cookery Catering & Home Management	SCVT	One Year
	Light Music (Senior Diploma)	Prayag Sangeet Smiti,	Four year
	Vocal Music (Degree Course)	Do	Six year
	Kathak Dance (Degree Course)	Do	Six year
	Textile Designing	SCVT	One Year

8. The advertisement notice may help EWS trainees to get information about various course in Women Technical Institute and through the advertisement the seats will be filled against sanctioned strength as due to Covid-19 the admission were affected.

9. Further, it is also requested that the said advertisement may be uploaded at the website of NDMC. Accordingly I.T. Department may be requested to do the needful, for the benefit of the trainees seeking admission in Technical Institute for respective courses.

10. Detailed prospects to be uploaded on the NDMC website have also been attached herewith.

11. Approval of the hon'ble Chairman NDMC dated [06.07.2021 at Note # 7](#) for the advertisement of admission notice for the year 2021-22 may please be seen.

12. In view of the above, if approved, the case may be submitted to the Chairman, NDMC for seeking approval on the following:-

- i. Approval for start the process of admission in WTI for various courses as detailed in Para-6 above w.e.f. June 2022.
- ii. Approval for publishing the admission notice in one Hindi and one English leading newspapers as per DFA at [P-523/C](#)
- iii. Approval for uploading the prospectus at [P-525 to 533/ C](#), related information and admission form at [P-534/ C](#) also available on the NDMC website as per the PDF attached Page- [524 /C](#).

Submitted for approval please.

13/06/2022 03:40 PM



Digitally Signed

RAVINDRA KUMAR

SEO

Note # 35

14/06/2022 01:45 PM



Digitally Signed

R P SATI

DIRECTOR

Note # 36

15/06/2022 10:13 AM

VIKRAM SINGH MALIK  
SECRETARY

Note # 37

May be discussed, along with Director Education.

03/07/2022 05:38 PM



Digitally Signed

BHUPINDER SINGH BHALLA

CHAIRPERSON

**Note # 38**

Please take time from Chairman Sir's office for discussion.

04/07/2022 10:39 AM



Digitally Signed VIKRAM SINGH MALIK

SECRETARY

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**Note # 39**

Pl give time and date convenient to Chairman, NDMC for the discussion.

04/07/2022 10:54 AM



Digitally Signed R P SATI

DIRECTOR

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**Note # 40**

As desired, the file is being returned to Director, Social Education.

13/07/2022 11:28 AM



Digitally Signed VENKATA SASTRY

SO

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**Note # 41**

Reference [Note#34](#) regarding issuing advertisement to give wide publicity among the mass for admissions in Women Technical Institute(WTI).This was further discussed with Chairman, NDMC.

2. The present proposal is on the same line as approved during the previous year([Note#7](#))
3. Proposal in [para 12](#) of Note#34 is submitted for kind approval of Chairman, NDMC.

29/07/2022 08:13 PM



Digitally Signed R P SATI

DIRECTOR

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**Note # 42**

29/07/2022 09:59 PM



Digitally Signed VIKRAM SINGH MALIK

SECRETARY

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**Note # 43**

31/07/2022 12:12 AM

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Digitally Signed

**BHUPINDER SINGH BHALLA**

**CHAIRPERSON**

Note # 44

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01/08/2022 11:27 AM



Digitally Signed

**VIKRAM SINGH MALIK**

**SECRETARY**

Note # 45

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01/08/2022 01:32 PM



Digitally Signed

**R P SATI**

**DIRECTOR**

Note # 46

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01/08/2022 01:49 PM



Digitally Signed

**RAVINDRA KUMAR**

**SEO**

Note # 47

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02/08/2022 10:44 AM



Digitally Signed

**NISHAT KHAN**

**ASSISTANT SOCIAL EDUCATION OFFICER**

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