Information Bulletin –August 2019

WORLD CLASS SKILL CENTRE (WCSC)

"SKILLS THAT SHAPE THE WORLD"

Admission in Full Time Certificate Courses at Seven Centres

(For 1400 Seats in 9 Different Courses)

- ❖ **World Class Skill Centre, Vivek Vihar,ND-95**
- ❖ **WCSC, Institute Of Basic Business Studies, BTC Pusa, Pusa, ND-12**
- ❖ **WCSC, Rajokari Institute of Technology, Rajokari, ND-38**
- ❖ **WCSC, Society For Self Employment, Jhandewalan, ND-55**

- ❖ **WCSC, Integrated Institute Of Technology Dwarka, ND-77**
- ❖ **WCSC,Delhi Institute Of Pharmaceutical Sciences And Research, Pushp Vihar, ND-17**
- ❖ **WCSC, Society For Self Employment, Wazirpur, ND-52**

Last Date of submission of Application Form: 27 July, 2019

Government of National Capital Territory of Delhi
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088
Tel: 011-27325342, 27325343, 27327771, 27321024
Website: http://www.tte.delhigov.nic.in

Sh. Sheo Pratap Singh
Secretary, TTE

Sh. Rajanish Singh
Joint Director, TTE

Sh. O.P. Shukla
Joint Director (Tech), DTTE

Sh. Ajay Vashisht
Deputy Director (WCSC), DTTE

WORLD CLASS SKILL CENTRE (WCSC)
(Set up in Technical Assistance from Govt. of Singapore)

Sh. Manish Sisodia, Honb'le Dy. CM, GNCTD along with
HE Dr. Edmund Chia, Dy. High Commissioner, Singapore Embassy at Delhi,
Sh. Manoj Kumar, Director (TTE) and other dignitaries
graced the Graduation Ceremony of WCSC on 17th January 2017

SKILLS THAT SHAPE THE WORLD

ADMISSION IN FULL TIME CERTIFICATE COURSES IN

- ❖ Hospitality Operations
- ❖ Digital Marketing And Web Development
- ❖ Food Production

- ❖ Retail Services
- ❖ Computer System Operator
- ❖ Beauty & Wellness Consultant

- ❖ Finance Executive
- ❖ Sports Digitalization & Performance Management
- ❖ Sports Fitness & Yoga Application

The Institute of Technical Education, Singapore
Provided Technical assistance on:-

- ❑ WCSC Campus Design and Building Works
- ❑ Design of Facilities in WCSC
- ❑ Procurement of Training Equipment & Commissioning of Workshops
- ❑ Curriculum Design and Development
- ❑ Training of the Trainers
- ❑ Training of Centre Management Staff
- ❑ Training, Supervision
- ❑ Inspection

Signing of the Memorandum of Understanding

The Sh. Praveen Kumar Tripathi , Chief Secretary, Government of National Capital Territory of Delhi, and Dr. Benjamin Tan, Deputy Chief Executive Officer (Development), Institute of Technical Education, Singapore, signing a MOU between Department of Training & Technical Education, Government of National Capital Territory of Delhi and Institute of Technical Education, Singapore on Cooperation in the field of vocational education and skills development in the presence of the Prime Minister of The Republic of Singapore and Dr. Manmohan Singh, the Prime Minister of India in New Delhi on July 11, 2012.

Contents

1. INTRODUCTION

The Government of Delhi addressed the shortage of skilled manpower through an ambitious green field project by setting up '**World Class Skill Centre (WCSC)**' in Delhi with Technical Assistance from Govt. of Singapore. Government of Delhi has engaged with Government of Singapore through an MOU to collaborate on this project. The MOU was signed on **11th July 2012**, during the visit of Hon'ble Prime Minister of Singapore to India

The setting up of a World Class Skill Centre at Jonapur Delhi is conceived as a pioneering effort of national interest, and will set a benchmark for vocational training in the country. The approach of this prestigious national asset is of "institution creation" rather than "infrastructure creation". The vision is to provide world class skills to the youth of India by imparting world class training, training technologies and world class physical environment. The setting of this institute will demonstrate that the students skilled at the institute are valued assets of the country who are qualified for global opportunities as well.

The campus at Jonapur would have the capacity of training approximately 5,000 trainees per year. Apart from state-of-the-art teaching-learning infrastructure like latest computer systems, smart classrooms, the campus would also have a sports-centre, gymnasium, yoga-centre and other recreational activities for the teachers, trainees and other staff members.

The details of the courses that will be offered at the upcoming campus at Jonapur are as below:

| S.N. | One Year duration Course | | |
	Name of Sectors	No. of trainees in each sector	Total Strength
1	Hospitality & Tourism	500	500
2	Retail Merchandising	500	500
3	IT & IT Enabled Services	500	500
4	Account banking & finance	500	500
5	Food Processing	500	500
6	Logistics	500	500
7	Electronics	500	500
8	Production & Manufacturing	500	500
9	Automobile	500	500
10	Health & Wellness	500	500
	Total		5000

WHY ITE, SINGAPORE

The Institute of Technical Education (ITE) was established as a post-secondary institution in 1992 under the Ministry of Education (MOE), Singapore. ITE is the principal provider of career technical education in Singapore at the technician or semi-professional level, and the principal authority for national occupational skills certification and standards. ITE is guided by its current five-year roadmap, the ITE innovate (2010-2014), to propel ITE to be **A Global Leader for Innovations in Technical Education.** ITE takes pride in its unique brand of college Education that is based on a holistic **"Hands-on, Minds-on, Hearts-on"**

➤ **"Hands-on"** training to equip ITE students with the required skills-set for employment.

➤ **"Minds-on"** learning to develop them into independent-thinking and flexible practitioners, equipped to manage rapid changes in the environment.

➤ **"Hearts-on"** learning to develop "complete" ITE students, who have the passion for what they do, self-belief and care for the community and society.

Through the internationally-recognized **DACUM** (**D**eveloping **A Curriculum**) process, ITE ensures that its candidates are equipped with skills needed by industry. World Class Skill Centre has adopted all the best practices offered by ITE Singapore through MOU for technical assistant way back in 2012.

2. INTRODUCTION TO WCSC COURSES

Presently one centre is operated from the campus of ITI for Women, Vivek Vihar with four courses in **Hospitality Operations, Retail Services, Finance Executive, Digital Marketing & Web Development** with the world class facilities for the trainees. Fully air conditioned classrooms, state-of-the-art infrastructure for imparting world class training – Projectors, latest i-7 computers, separate subject wise labs equipped with all requisite gadgets, trained and industry experience faculty guided by the vision to help students achieve their best makes the institute truly world class.

Six new World Class Skill Centres were opened for admissions from March 2019 and the total intake capacity for this session will be 1400. Five new employment driven courses are introduced namely Beauty & Wellness Consultant, Sports Fitness & Yoga Application, Sports Digitalization and Performance Management, Computer System Operator and Food Production from this session.

The methodology will be self-reliant learning with focus on peer learning. Course shall be conducted in English language. Assistance is provided to all trainees for placement in prominent MNC's, Hotels, Financial Institutions, IT & ITES companies and startups for gainful employment.
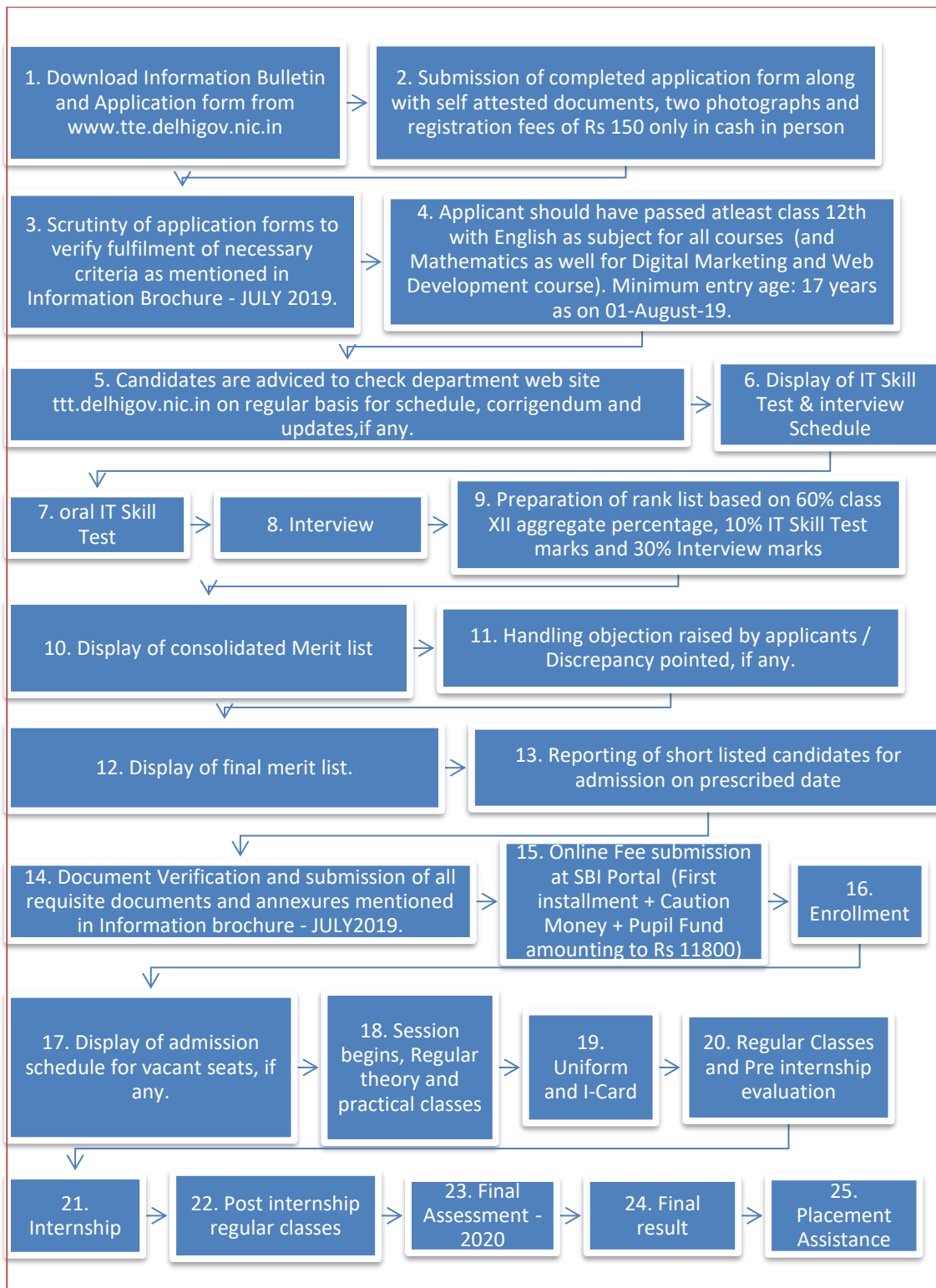

Visit of Hon'ble CM & Dy.CM of GNCT on 9th March 2017

Mr.Lim Boon Tiong, Director – ITEES, Singapore
Visited the institute on 15th of November 2018 for monitoring the progress of #WCSCVV

3. PROGRAMME IN PRINCIPLE

1. Download Information Bulletin and Application form from www.tte.delhigov.nic.in

2. Submission of completed application form along with self attested documents, two photographs and registration fees of Rs 150 only in cash in person

3. Scrutinty of application forms to verify fulfilment of necessary criteria as mentioned in Information Brochure - JULY 2019.

4. Applicant should have passed atleast class 12th with English as subject for all courses (and Mathematics as well for Digital Marketing and Web Development course). Minimum entry age: 17 years as on 01-August-19.

5. Candidates are adviced to check department web site ttt.delhigov.nic.in on regular basis for schedule, corrigendum and updates,if any.

6. Display of IT Skill Test & interview Schedule

7. oral IT Skill Test

8. Interview

9. Preparation of rank list based on 60% class XII aggregate percentage, 10% IT Skill Test marks and 30% Interview marks

10. Display of consolidated Merit list

11. Handling objection raised by applicants / Discrepancy pointed, if any.

12. Display of final merit list.

13. Reporting of short listed candidates for admission on prescribed date

14. Document Verification and submission of all requisite documents and annexures mentioned in Information brochure - JULY2019.

15. Online Fee submission at SBI Portal (First installment + Caution Money + Pupil Fund amounting to Rs 11800)

16. Enrollment

17. Display of admission schedule for vacant seats, if any.

18. Session begins, Regular theory and practical classes

19. Uniform and I-Card

20. Regular Classes and Pre internship evaluation

21. Internship

22. Post internship regular classes

23. Final Assessment - 2020

24. Final result

25. Placement Assistance

4. LIST OF INSTITUTES

NAME OF THE INSTITUTE	CODE	INSTITUTE HEAD/ NODAL OFFICER*	ADDRESS OF THE INSITUTE	CONTACT DETAILS OF THE INSTITUTE
WORLD CLASS SKILL CENTRE, VIVEK VIHAR	WCSCVV	Sh. Ajay Vashisht (Dy. Director (WCSC) & Principal cum Project Director, WCSC VV)	World Class Skill Centre, ITI for Women, Vivek Vihar, Delhi- 110095	**Tel:** 011-22144897, 22144948 **E-mail:** wcscdelhi@hotmail.com **Website:** wcscvv.Delhi.Gov.in **Facebook:** https://www.Facebook.Com/wcscvv.Delhi
WORLD CLASS SKILL CENTRE, IBBS, BTC CAMPUS, PUSA	WCSCIBBS, PUSA	*Sh. K.K.Narwal	World Class Skill Centre , IBBS, B.T.C. Pusa Campus, Pusa, New Delhi-110012	**Tel:** 011 2584 2893 E-mail: ibbsbtcpusawcsc@gmail.com
WORLD CLASS SKILL CENTRE, IITD, DWARKA	WCSCIITD, DWARKA	*Sh. Sandip Chowdhary	World Class Skill Centre, Integrated Institute of Technology, Sector-9, Dwarka, Delhi-110077	**E-mail id:** iitdwarkawcsc@gmail.com
WORLD CLASS SKILL CENTRE, DPSRU	WCSCDPSRU	*Sh. Nagender Pal	Delhi Institute of Pharmaceutical Sciences and Research, Mehrauli - Badarpur Rd, Sector 3, PushpVihar, New Delhi-110017	**E-mail id:** dpsruwcsc@gmail.com

WORLD CLASS SKILL CENTRE, SOCIETY FOR SELF EMPLOYMENT, WAZIRPUR	WCSCSSE WAZIRPUR	*Sh. Prakash Solomon	SSE: WAZIRPUR B-72, A-Block, Leather Complex, Wazirpur, Industrial Area Wazirpur, Delhi-110052	**E-mail**: wazirpurwcsc@gmail.com
WORLD CLASS SKILL CENTRE, SOCIETY FOR SELF EMPLOYMENT, JHANDEWALAN	WCSCSSE JHANDEWALAN	*Sh. Ram Avtar	THE SOCIETY FOR SELF EMPLOYMENT, E-26-29, Flatted Factories Complex, Jhandewalan, New Delhi, Delhi 110055	**E-mail**: jhandewalanwcsc@gmail.com
WORLD CLASS SKILL CENTRE RAJKORI INSTITUTE OF TECHNOLOGOY	RAJKORI INSTITUTE OF TECHNOLOGOY	*Sh. Subhash Kumar Sharma	Rajokari Institute of Technology - (Govt),Rajokari, Golden Gate, Rajokri, New Delhi, Delhi 110038	**E-mail**: ritrajokariwcsc@gmail.com

5. INTAKE CAPACITY

INSTITUTES → COURSES ↓	WCSCVV	IBBS, PUSA	IITD, DWARKA	DPSRU	SSE WAZIRPUR	SSE JHANDEWALAN	RAJKORI INSTITUTE OF TECHNOLOGOY	TOTAL INTAKE
Hospitality Operations	200	100	100					400
Retail Services	200	50				50		300
Digital Marketing and Web Development	50							50
Finance Executive	50	100			50			200
Beauty & Wellness Consultant			50	50				100
Sports Fitness & Yoga Application				100				100
Sports Digitalization & Performance Management				50				50
Computer System Operator			50				50	100
Food Production					50	50		100
Total Number of Seats	500	250	200	200	100	100	50	1400

World Tourism Day celebrated on 27-Sep-18
by the students of Hospitality Operations

Feedback of Head Skill Development Division – JIMS, Rohini (from Visitors Book)

Feedback of 53rd batch DANICS Sh. Vinay Kr Jindal (from Visitors Book)

5. COURSE OBJECTIVE, STRUCTURE AND ELIGIBILITY

A. Hospitality Operations
(WCSCVV-200, WCSCIBBSPUSA-100, WCSCIITDDWARKA-100)

Course Objective

The Vision of World Class Skill Centre is to create global leaders for innovation in Technical education and to help overcome the disorientation between demand and supply. The certification in Hospitality Operations will provide trainees with skill and knowledge of Core operational functions such as Food and Beverage Services, Housekeeping operations and other related functions like General Management, Grooming Practices, Front Office Guest Handling with in an accommodation establishment to ensure excellent delivery of services to guests.

Job Opportunities

The successful candidates would be able to find sustainable employment with the Hospitality Industry at a global platform. Some of the common Job tiles that our trainees for Certificate course may find employment at –

- Food & Beverage Service Steward
- Room Attendant/Laundry Attendant
- Event Coordinators
- Retail Food Chains
- Quick Service restaurant
- Guest Service Associate

Unit Objective

1. Front Office Services
On completion of the module the candidate should be able to handle the arrival and the departure of guests, room guests, perform cashiering functions and provide concierge services. Candidate should be able to create reservations, maintain customer data base, update room and rate change and check out guests using property management systems.

Trainees of Hospitality Operations are at work in the House Keeping Lab

2. Housekeeping Operations

On completion of this unit, candidates should be able to service the guest rooms, perform night-turn down service and complete end of shift activities. Candidates should be able to, service and inspect public areas Understand the type and usage of some common cleaning machine. Students should also understand the basic cleaning process in a laundry department and note security and safety concerns.

3. Effective Communication Skills

On the completion of the module, candidates will be equipped with skills to communicate effectively. Handle both oral and written communication skills (listening, speaking, reading and writing) in the work place as well as in social and cultural settings.

4. Sales and Event Management

On completion of this unit, candidates should be able to do environmental scan of a hotel Industry, Identify market segments and target customers for the development of a marketing plan. As well as prepare and present a sales proposal and show facilities of a potential guest. Also candidates should be able to plan and organize an event or functions held in the hotel and sell the same.

5. Personality Development

After the completion of this unit the student should be able to get ready as per the requirements and norms of the Industry and have the right skills required to be employed.

6. Food & Beverage Services

On completion of the unit, candidate should be able to manage basic restaurant operations, understanding of different catering establishments, different serving styles and basic knowledge of Beverages. The candidate should be able to Understand Services at a Hospitality Organization, Identify, retain loyal customers and deliver consistent world class service to them.

7. Internship, Industrial Training and Evaluation Report

Industrial Training of three-four months duration, to have hands on experience in Hospitality in leading Five Star Hotels/Service Outlets in India. This exposure will equip them with practical skills to be a part of service industry.

The student would maintain a weekly log of the work done by him/her during the internship along with a detailed what to observe guide which will be provided by World Class Skill Centre. He/ She would submit a project report after the completion of the internship. Weekly log should also carry comments from the reporting officer / mentor of the organization.

Project Report must adhere to the guidelines and should include the following:
☐ Title
☐ Introduction of the Hotel/Organization
☐ USP's
☐ Organization of the Hotel
☐ Features and Facilities
☐ Major Training Areas
☐ Competition Survey
☐ SWOT Analysis
☐ Conclusion
☐ Bibliography
☐ WTO Notebook.

The submission of the above report is done along with a soft copy and a PowerPoint presentation showcasing the training experience. The WTO notebook must be completed with inputs from Training Manager of respective units.

MODULES

S.N.	MODULE NO.	MODULE TITLE	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
1	HAFO	Front Office Services	108	136	244
2	HAHK	Housekeeping Operations	90	210	300
3	HAEC	Effective Communication Skills	60	40	100
4	HASEM	Sales and Event Management	110	112	222
5	HAPD	Personality Development	50	60	110
6	HAFB	Food & Beverage Services	90	210	300
7	HAIT	Internship, Industry Report, Project Presentation	0	648	648
8		Physical Education	0	26	26
TOTAL HOURS PROPOSED BY WCSC			508	1442	1950
* 50 hours for ASSESSMENT,RESEARCH & DEVELOPMENT					
FINAL TOTAL HOURS			508	1442	2000

Eligibility

The minimum entry qualification for admission in Hospitality Operations course:-

- Passed Class XII under 10+2 system of education or its equivalent from a recognized board with English as a subject and with at least minimum passing marks in English and Knowledge of Microsoft Office, Equipped with at least basic communication and analytical skills.

<div align="center">AND</div>

- Passed Class X from a recognized board with English and Mathematics as subjects with at least minimum passing marks in these subjects.

Sh. Ram NiwasGoel, Hon'ble Speaker, VidhanSabha Delhi felicitated by Sh.Devinder Singh, Commissioner - cum – Secretary,TTE on occasion of Orientation day of WCSC,VivekVihar held on 10th October 2018 at Kamani Auditorium

Campus Placements - In process at the Institute

Some of the prominent hotels/groups where students of previous batches were placed /had interned are:

1.   Oberoi Group
2.   Radisson Hotels
3.   Le Meridian
4.   Taj Group
5.   Jaypee Hotels
6.   ITC Welcome Group
7.   Holiday Inn
8.   Park Plaza
9.   Fortune Excaliber
10.   Hulhule Island Resort Maldives
11.   Sarovar Hotels
12.   Sheraton Hotels
13.   Piccadeli
14.   Kempenski Delhi
15.   Shivanta Foods
16.   JW Marriot
17.   Seven Seas

B. Retail Services
(WCSCVV-200, WCSCIBBSPUSA-50, WCSCJHANDEWALAN-50)

Course Objective

This course provides trainees with the skills and knowledge to carry out the operations in retail outlet, such as handle merchandise, perform cashiering and serve customers, so as to ensure the efficient delivery of quality service to customers. Trainees will also have the skills and knowledge to enhance visual appeal of merchandise display in retail outlet, such as prepare merchandise, props and point-of-purchase display, so as to uplift the store's image and customer's satisfaction.

Job Opportunities

In today's world, Retail especially organized retail is growing at a mushrooming rate in our country. With Foreign multinational companies entering the retail space in our country, there are immense opportunities of placement and growth within the organization. Our candidates have risen to the position of Department Mangers in a period of 2 years from the point of their placement.

After completion of course in Retail Services candidates are employed as:
- Sales Advisor
- Retail Sales Officers
- Customer Service Assistant
- Cashier
- Team Leader
- Sports Leader

Note: With career growth they can become Department Manager, Store Manager, Area Manager, Zonal Manager. The career progression leads them to Sr. VP Operations and Finally to Chief Operating Officer within the organization.

Retail Training Lab

Unit Objective

1. Store Operation
- At the end of this module the candidate will be able provide service to the operating functions of the store.
- To make available a balanced flow of raw material, component, tool, equipment and any other materials necessary to meet operational requirements.
- To provide maintenance materials and general stores as required.
- To receive and dispatch finished products.

2. Store Management
- At the end of this module the candidate will be able to manage the store effectively.
- To make available a balanced flow of raw material, component, tool, equipment and any other materials necessary to manage the store.
- To manage the store by reducing cost.

3. Store Display
- At the end of this module the candidate will be able to present the product or service to the potential buyers.
- Give an idea about every detail of the product such as variety, quality, size, colour, design etc.
- Assist the customer to see and examine the goods before they actually buy them.

- Ensure sales display appeals visually to the prospects and stimulates them to purchase.
- Ensure sales display reminds the buyers about their need and they are attracted to buy.
- Supplement the advertising efforts of the manufacturer.

4. Customer Service
- At the end of this module the candidates will be able to handle the customers with ease.
- They should also be able to handle irate customers and manage difficult customer service situations primarily on their own.
- They will be able to showcase professional customer service attitude while interacting with the customers

5. Personality Development
- At the end of this module course the candidates will have recognised different styles of communication and how to improve understanding and build rapport with others.
- Reflected on different methods of communication and decided when each is most suitable.
- Appreciated the role of body language and voice tone in effective communication.
- Able to meet and greet colleagues, clients and customers.
- Suggest appropriate attire for various dress codes
- Follow dining etiquette at various formal occasions
- Effectively represent themselves and their organizations at business meetings and other networking events
- Understand the basics of seeking an employment with other organization as well as being self -employed.
- The candidates will also be able to understand the basics of life skills for survival in the industry.

6. Office Software Application
- At the end of this module the candidates will be able to attain basic digital literacy primarily on Microsoft office tools like power point, word and excel and maintain files on the computer

7. Internship
- The student would maintain a weekly log of the work done by him/her during the internship. He/ She would submit a project report after the completion of the internship. Weekly log should also carry comments from the reporting officer of the organization. Weekly evaluation / comments from the reporting officer would the basis of assessment of final internship project report. The Internship Phase would also be monitored by the Master Trainers.

- **Project Report** must adhere to the guidelines and should include the following:

- **Title Page**

    1) Topic
    2) Institute Name
    3) Company Name
    4) Submitted By:- Complete Name & Roll No.
    5) Submitted To:- World Class Skill Centre, Department of Retail Services, Vivek Vihar, Delhi

- **Introduction of the company / business / domain**

- **Objective & Scope**

- **Project Description**

- **Project outcome/ Learning**

- **Resources and Limitations**

- **Future scope and further enhancement**

- **Conclusion**

- **Bibliography**

Outcome: Skills acquired through hands-on sessions in industry. A confident personality with a clear career progression through final placement.

Visual Merchandizing Lab

Module Name	Remarks	Name of the Module	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
RASO	ITEES SINGAPORE	STORE OPERATIONS	60	96	156
RASM		STORE MANAGEMENT	67	99	166
RASD		STORE DISPLAY	65	95	160
RACS		CUSTOMER SERVICE	60	97	157
RAPD - TOTAL		PERSONALITY DEVELOPMENT - TOTAL	130	251	381
RAPD-EC		PERSONALITY DEVELOPMENT - EFFECTIVE COMMUNICATION	50	90	140
RAPD - PIE		PERSONALITY DEVELOPMENT - PROFESSIONAL IMAGE AND ETTIQUETTE	50	73	123
RAPD - ES	DGT Addition	PERSONALITY DEVELOPMENT - EMPLOYABILITY SKILLS	30	88	118
RAOS	ITEES SINGAPORE	OFFICE SOFTWARE APPLICATION	22	90	112

	DGT Addition	LIBRARY & PHYSICAL EDUCATION	0	85	85
		CREATIVITY & INNOVATION	0	85	85
		TOTAL HOURS EXCLUDING INTERNSHIP	404	898	1302
RAIP		INTERNSHIP, INDUSTRY REPORT, PROJECT PRESENTATION	0	648	648
		GRAND TOTAL	404	1546	1950
		*50 Hours for ASSESSMENT,RESEARCH & DEVELOPMENT			
		FINAL TOTAL			2000

Eligibility

The minimum entry qualification for admission in Retail Services course:-

- Passed Class XII from a recognized board under 10+2 system of education or its equivalent with English as a subject and with at least minimum passing marks in English and Knowledge of Microsoft Office, Equipped with at least basic communication and analytical skills.

AND

- Passed Class X from a recognized board with English and Mathematics as subjects with at least minimum passing marks in these subjects.

Note: The candidate having Mathematics as a subject in 12th standard shall be given weightage of 10% of marks scored in Mathematics.

Placement / Internship

Some of the prominent companies/groups where students of previous batches were placed /had interned are:

1. Reliance Retail Limited
2. Future Group
3. Marks and Spencers
4. Mahindra Retail Limited
5. TATA Croma
6. Shoppers Stop
7. Titan
8. Central Mall
9. Nike
10. Grolier International
11. Vaango (Devyani Inter. Ltd.)
12. Hennes&Mauritz (H&M)
13. Costa Coffee
14. Aditya Birla Group
15. Tanishq
16.Decathelon

Training on Dining Etiquettes

Professional Image & Etiquettes Lab

C. Digital Marketing and Web Development (WCSCVV-50)

IT/ITeS CLASSROOM - LIVE TELECASTon the theme – "Young India, New India – A Resurgent Nation : from Sankalp to Sidhhi" on 11th September 2017.

Course Objective

As per a popular blog on www.edupristine.com,

> "The world is going Digital and by the year 2020, all the companies around the world including India will have online presence and thus creating a lot of career opportunities"

With the proliferation of digital users, most of the small and medium scale companies rely mostly on **digital marketing** strategies due to its low cost and high return on investment.

Digital Marketing and Web Development course at World Class Skill Centre is a project-based course covering following five skill sets:

1. **Digital Marketing**
2. **Web Designing (Front end Programming)**
3. **PhP Programming (Back end Programming)**
4. **Word Press Development**
5. **Multimedia & DTP (Graphic, Audio, Video editing)**

The course aims to impart know-how of digital marketing and would enable trainees to build static / dynamic web pages/sites. This course would train the trainees in technical skill sets like **S**ocial **M**edia **M**arketing– Mass emailing, Facebook, LinkedIn, Twitter etc, **S**earch **E**ngine **O**ptimization**, H**yper **T**ext **M**ark Up

Language**, C**ascading **S**tyle **S**heet**, JavaScript, Bootstrap, PHP, MySQL, Word Press and other related contemporary concepts.**

Training outcomes

By the end of this course, trainees would be able to
- Create multipage websites with HTML, CSS, PHP, MySQL on WAMP Server.
- Develop media content and graphic designs using basic multimedia (images, audio, animation) editing features.
- Use digital marketing tools for promotion of products and services.
- Provide data/information in standard formats
- Showcase the skills acquired through the course to the peers and potential employers with a portfolio of website and projects done.
- Understand the importance of industry best practices.
- Manage their work to meet requirements
- Develop their knowledge, skills and competence

Popular Career Options

In digital marketing, there are many different specializations so the student will have different options to start career. Trainees with a certificate in Digital Marketing and Web development certificate from World Class Skill Centre would get opportunities to work as:

- Digital marketing executive/ Trainee
- SEO analyst/ Trainee
- Social media specialist/ Trainee
- Google AdWords specialist / Trainee
- Email marketing specialist / Trainee
- Web Analyst /Trainee
- Online reputation Manager / Trainee
- Frontend Developer/ Trainee
- Backend Developer / PhP Programmer / Trainee
- Web Designer / Developer / Associate / Junior / Trainee
- WordPress Developer / Trainee
- Associate Graphic Designer / Multimedia Associate
- Office Support Executive / DTP Operator
- Freelance Web Designer / Blogger / Content Writer
- Freelance Digital Marketer / Affiliate Marketer / Youtuber
- Entrepreneur

Course Structure

The course consists of seven modules, one in-house project work and industry internship. Being skill based course emphasis is on hands-on sessions and project work.

1. Data and Information Management

On completion of the module, students would be able to work efficiently on Windows Operating System and general applications for creating documents, spreadsheets, and presentations. Student would also acquire competency in contemporary concepts like cloud computing, cyber security.

Outcomes: Prototype Brochures, Pamphlets, Advertisements, Annual Reports, Basic data Analysis, Presentations, Quiz etc.

2. Programming for Web - I (Front End Programming - HTML,CSS, JS, BootStrap, IDE)

On completion of the module, students would be able to design Web Pages, Web Sites using HTML, JavaScript and CSS. This module would introduce students to Bootstrap - an HTML and CSS framework for developing responsive, professional web sites.

Outcomes: Prototype Responsive Web Sites, Single Page Applications, Landing Page, Web Pages, Static Web sites etc.

3. Programming for Web - II (Back End Programming - PHP, MySQL, XAMPP)

On completion of this module, students would be able to develop dynamic websites using PHP. Students would learn PDO technique for connecting to any modern database, and perform hands on practice with MySQL database to create database-driven HTML forms and reports.

Outcomes: Prototype of E-commerce Web Sites etc.

4. Programming for Web - III (Web Hosting & Content Management System)

Word Press is a free and open-source Content Management System (CMS) based on PHP and MySQL. On completion of this module, students would be able to create the Website, customize it and upload it to a hosting service provider.

Outcomes: Word Press Portfolio, Word Press web blogs etc.

5. Media Content and Graphic Design

This module would make the students conversant with basic features of image editing software - Photoshop or similar open source alternative, audio editing software - Audacity or similar and 2D animation software- Penil2D / Animate CC or other similar open source software.

Outcomes: Image Collage, Song Collage, Short Animated Presentation etc.

6. Introduction of Digital Marketing

This module is designed specifically to provide to students the exposure to the world of digital marketing. Students would be provided ample practical training, hands-on exercises, case studies to guide them for effectively utilizing the power of digital social platform with focus on Google AdWords to promote products and services.

Outcomes: Applying techniques to promote FaceBook / Hash Tag / LinkedIn profile / Website created and hosted by the student in module – Programming for Web III.

7. In-house Project

The students would work on a project related to the design, development or promotion of a prototype website / profile for a chosen domain / company / business / institution.

Outcomes: Mini-Project along with analysis and design documents like Software Requirement Specifications documents.

8. Industry Internship

- The student would work on a project to gain the understanding of working methodology of industry.
- The student would maintain a weekly log of the work done by him/her during the internship. He/ She would submit a project report after the completion of the internship. Weekly log should also carry comments from the reporting officer of the organization. Weekly evaluation / comments from the reporting officer would the basis of assessment of final internship project report. The Internship Phase would also be monitored by the Master Trainers.
- Project Report must adhere to the guidelines specified by the trainer and may include the following:
  - Title Page
    - Topic
    - Institute Name
    - Company Name
    - Submitted By:- Complete Name & Roll No.
    - Submitted To:- World Class Skill Centre, Department of Retail Services, Vivek Vihar, Delhi
  - Introduction of the company / business / domain
  - Objective & Scope
  - Project Description
  - Project outcome/ Learning
  - Resources and Limitations
  - Future scope and further enhancement
  - Conclusion
  - Bibliography

Outcomes: Skills acquired through hands-on sessions. A confident tech-savvy personality.

9. Personality Development

On completion of the unit student should be able to handle both oral and written communication required at the workplace at a functional level. They will be able to apply communicative skills (listening, speaking, reading and writing) in the workplace in social and cross-cultural settings. The students will also be exposed to the life skilling concepts of personality development including Professional image and etiquette, Time Management, Work Place Ethics, Interview skills.

Modules:

Module Code	Module Name	Theory Hours	Practical Hours	Total Hours
IT01	Data and Information Management	40	120	**160**
IT02	Programming for Web - I Front End Programming (HTML,CSS, JS, Bootstrap, IDE)	40	150	**190**
IT03	Programming for Web - II Back End Programming (PHP, MySQL, Apache)	60	180	**240**
IT04	Programming for Web - III Web Hosting & Content Management System (Word press)	30	110	**140**
IT05	Media Content and Graphic Design	60	90	**150**
IT06	Introduction to Digital Marketing	40	90	**130**
IT07	Personality Development	40	120	**160**
IT08	In-house Project – Part I (Library, Creativity & Innovation)		50	**50**
IT09	**Internship : 3 - 4 Months***		480	**480**
IT08	In-house Project – Part II		200	**200**
IT09	Industry Internship Project Report Evaluation		10	**10**
	Total Hours	**310**	**1600**	
	Assessment and Research and Development		50	**50**
	Physical Activity		40	**40**
	Total Duration of the course	**310**	**1690**	**2000**

* In-house Project duration may be varied to adjust Internship period which might be governed by the Industry.

Eligibility

The minimum entry qualification for admission in Digital Marketing and Web Development course:

• Passed Class XII from a recognized board under 10+2 system of education or its equivalent with **Mathematics and English** as subjects and with at least

minimum passing marks in these subject, basic knowledge of Microsoft Office and equipped with at least basic communication and analytical skills.

<center>AND</center>

- Passed Class X from a recognized board with English and Mathematics as subjects, with at least minimum passing marks in these subjects.

Placement and Internship Opportunities:
Students of IT/ITeS Sector interned with/were placed with companies like:

1. High Performance Computing Private Limited
2. AllSports.in
3. Red Dash Media
4. Iveera Tech Support Private Limited
5. Acube Digital
6. Digital Monkey Solutions
7. NK Tech
8. EduSocial Digital Solutions Private Limited
9. Bhava India Overseas
10. Zonopact Incorporation
11. Global Business Corporation
12. Recon App Magic Private Limited
13. Shimuk Enterprises Private Limited
14. Love Karma Passion Communication Private Limited

D. Finance Executive
(WCSCVV-50; WCSCIBBSPUSA-100; WCSCWAZIRPUR-50)

Course Objective
On completion of the course candidates would be able to handle the following:-

➢ Handle various types of Front Line Operations with Banking and associated firms, Stock Broking Firms, Accounting Firms, Mutual Fund houses, Insurance companies, MNCs and NBFCs etc.
➢ Handle Oral and Written Communication in Business and Work Place.
➢ Handle Cash and Cash Balancing.
➢ Provide Quality Customer Service.
➢ Provide Office Documents using Common Software Package.
➢ Handle Office Accounting Tasks.
➢ Suggest Various wealth management products to the Customer

Job Opportunities
Finance Executive trainees, equipped with knowledge and skills in office administration and accounting are employed by companies in all sectors of the economy, statutory bodies and private sector companies. Some of the job title held by them includes

- Equity Dealer
- Accounting Assistant
- Relationship Executive/Officer/Trainee
- Loan Approver / Executive / Trainee etc.

Unit Objective

1. Business Communication
This module encourage trainee to enjoy the communication process, to be better business communicators and to motivate them to improve their skills. This module will focus on speaking and listening skills.

2. Software Application
On completion of the module, candidates would be able to produce office documents for word processing and spread sheets.

3. Business Etiquette & Grooming

On completion of the module, candidates would be aware of personal hygiene and grooming. They will plan their wardrobe for professional appearances and they will also have the skills for social business and dining etiquette.

4. Basic of Economics

On completion of the module, candidates would understand control of national economics, planning in Indian critical, detailing of economic development.

5. Business Management

On completion of the module, candidates would be able to provide an overview of the general environment in which business as well as business ethics, corporate social environment, entrepreneurship and quality parameter cooperates as well as business ethics and corporate social environment and entrepreneurship, quality parameters.

6. Accounting Principles

On completion of the module candidates would be able to record simple business transactions, prepare journals and ledgers, maintain petty cash, and prepare trial balance and final accounts for a sole proprietorship business.

7. Banking Operations

On completion of the module, candidates would be able to apply skills and knowledge about the bank operations and handle various banking transactions such as deposit, withdrawals', bill payments, and other cash and non-cash financial instruments.

8. Capital Market

On completion of the module, candidates would be able to execute flawlessly the transactions of stocks and mutual funds.

9. Personality Development

On completion of the unit student should be able to handle both oral and written communication required at the workplace at a functional level. They will be able to apply communicative skills (listening, speaking, reading and writing) in the workplace in social and cross-cultural settings. The students will also be exposed to the life skilling concepts of personality development including Professional image and etiquette, Time Management, Work Place Ethics, Interview skills.

Course Structure

Code No.	Module	Theory Hours	Practical Hours	Total Hours
FE01	Business Communication	30	75	105
FE02	Software Application	30	75	105
FE03	Business Etiquette & Grooming	30	75	105
FE04	Basic of Economics	35	90	125
FE05	Business Management	35	90	125
FE06	Accounting Principles	35	90	125
FE07	Banking Operations	65	125	190
FE08	Capital Market	65	125	190
FE09	Personality Development	60	60	120
	Total	**385**	**805**	**1190**
	Internship		**480**	**480**
FE07	Banking Operations	20	100	120
FE08	Capital Market	20	100	120
	Assessment and R&D		**50**	**50**
	Physical Education		**40**	**40**
	Grand Total	**425**	**1575**	**2000**

Eligibility

The minimum entry qualification for admission in Finance Executive course:-

Passed Class XII from a recognized board under 10+2 system of education or its equivalent with English as a subject and with at least minimum passing marks in English and Knowledge of Microsoft Office, Equipped with at least basic communication and analytical skills.

<div align="center">AND</div>

Passed Class X from a recognized board with English and Mathematics as subjects, with atleast minimum passing marks in these subjects.

Placement

Students of finance Sector interned with/were placed with companies like:
  i.   Angel broking
  ii. India Invest
  iii. Religare
  iv. Sharekhan

*Syllabus mentioned above for Hospitality Operations, Retail Services and Finance Executive are revised versions, which would be implemented subject to approval of competent authority

E. SPORTS FITNESS AND YOGA APPLICATION
(WCSC DPSRU-100)

The health and Fitness industry has witnessed an explosion in recent years as more and more people realize the importance of exercise. With this comes a new challenge for professionals who must consider the wide range of long term medical condition which could impact their athletes or trainees.

Course Objective

➢ The objective of the course is to prepare highly skilled professionals and efficient sports and fitness world through knowledge of the theoretical and practical aspects of various sub disciplines of sports fitness and exercise application including yoga.

➢ During the course students will learn about how to justify their professional decisions with evidence based practice and develop their professional understanding and accountability.

➢ The candidates will study the key academic disciplines relating to sports management and professional aspects of fitness management. This programme includes studies of leadership in sports management, performance and potential assessment of players.

➢ Through the internship module the candidate shall have chance to apply their learning and knowledge in professional setting via a practical based experience.

➢ The course aims to prepare the candidate to acquire essential qualifications for employment in the field of sports at National and State level organizations, coaching centers, fitness centers, schools, Colleges, Universities etc. \

LEARNING OUTCOME

- Work as a strength and conditioning coach, yoga trainer, personal trainer in health clubs and in private sector.
- Offer services to schools and sports teams
- Work as a health and fitness blogger, personal trainer, fitness manager or wellness Director.
- Open your own business, gym or studio.
- Athletic trainer
- Sports and fitness Nutritionist.

The mode of curriculum delivery and execution includes classroom teaching, Assignments, Tests, Practicals, Case Studies, Internships, Field visits, participation in relevant sports and fitness events and research projects.

F. SPORTS DIGITALIZATION AND PERFORMANCE MANAGEMENT
(WCSC DPSRU-50)

Sports Digitalization and Performance Management is a comprehensive one year full time specialized management programme that delves into the professional aspects of sports management with robust input of subjects focused on general management programme in sports domain. The programme includes studies about leadership in Sports Management, including but not limited to performance and potential assessment of players.

The sports digitalization and performance assessment skill course introduces the students to sports ecosystem. The tools can be used to bring in efficiency to manage the ecosystem through a digital and technology based interface. It also teaches students' digitalization of tournaments, events, academies and other aspects of games management system. It also provides the students' knowledge of motor skill & performance assessment

Course Objective

➢ The candidate shall study the key academic disciplines relating to sports management of professional aspect of fitness management. This programme includes studies of leadership in sports management including but not limited to performance and potential assessment of players.

➢ Through the internship module the candidate shall have chance to apply their learning and knowledge in professional setting via a practical based experience.

- ➢ The course aims to prepare the candidate to acquire essential qualifications for employment in the field of sports at National and State level organizations, coaching centers, fitness centers, schools, Colleges, Universities etc.

- ➢ The mode of curriculum delivery and execution includes classroom teaching, Assignments, Tests, Practicals, Case Studies, Internships, Field visits, participation in relevant sports and fitness events and research projects.

- ➢ A research project based on the following specializations will be conducted in IInd semester :-
- ➢ Sports Fitness
- ➢ Sports Exercise
- ➢ Sports Digitalization (Technology)
- ➢ Sports Event Management
- ➢ Sports Marketing

LEARNING OUTCOME
- To know and apply the organizational principals of a sports event
- To understand and put aspects of the financial management of sports event into practice.
- Exhibit knowledge of sports ecosystem and principles of sporting events
- Exhibit knowledge of managing accounts and sponsorships
- Conduct motor skills assessment using digital application
- Conduct a sports event using digital platform
- To know how to select and manage professional collaboration and / or volunteers
- To obtain and align available resources for a sport event
- To apply methods of assessing a sport event and identify aspects that can be further improved.

G. BEAUTY & WELLNESS CONSULTANT
(WCSC IITD DWARKA-50, WCSC DPSRU-50)

The programme is aimed at training the candidates for the job of Beauty Wellness Consultant and aims at building key competencies for excellence in the ever growing field of Beauty & Wellness.

Course Objective

- ➢ The course will provide the detailed knowledge in anatomy and physiology related skin and hair, Health and Safety, fundamentals of hair skin and spa (including laser therapy), cosmetic formulation science and personality development and communication skills.

- The candidates can get employability in:-
  - Cosmetic industry in product and formulation management / sales and marketing
  - Beauty and Wellness clinics to assist the Cosmetologist / laser therapy
  - Sales merchandising of beauty products
  - Beauty business start ups
  - Counselor in spa units
  - Beauty Assistant Manager
  - Assistant in front desk management

LEARNING OUTCOME

After completing the course, the candidate will be able:-
- To provide technical knowhow about cosmetic products,
- To provide technical knowhow about inventions related to aesthetic and beauty wellness,
- Assist the beauty & wellness consultant and cosmetologists
- Assist in sales and management of products.
- Assist the client to make purchase decisions related to skin and beauty including spa
- Assist in Front Desk Management
- Maintain health and safety of end users
- Create a positive impression at the workplace

H. COMPUTER SYSTEM OPERATOR (WCSCIITDDWARKA-50, WCSCRIT-50)

The course enables the students to learn all the software's related to DTP operator, Data Entry Operator, Technical Marketing, Computer Maintenance, software development life cycle, DBMS and Programming, Internet of Things as it is the latest technology and expected to provide majority of jobs in coming times.

Web Designing, Mobile communication, Digital Marketing RF Testing and Android APP Development along with Personality Development, Communication Skills, Customer Relationship Management and Professional Ethics, Entrepreneurship are other field taught to the students for their robust and all round development including technical knowledge and personality.

The candidates can get employability/ job opportunities as:-
- Computer maintenance professional
- BPO / Call Centre Operator
- Technical Document Writer
- Technical Marketing Professional
- Data Entry Operator

- DTP Operator
- Entrepreneur
- Web Developer Professional/ IOT Professional / Software Developer / Mobile maintenance professional/ Android APP Developer / RF Testing Professional

LEARNING OUTCOME

After completing the course, the student will be able to:-

- Handle the job of computer maintenance professional
- Handle oral and written communication in business and work place
- Provide quality customer services and support
- Handle office procedures for bid of tenders
- Handle Govt. procedures to open their own small scale unit
- Provide Data Entry Operator services to business
- Provide supervisory support to any kind of business

I. FOOD PRODUCTION
(WCSCWAZIRPUR-50, WCSCJHANDEWALAN-50)

The course enables the students to learn transforming raw ingredients into food with application and removal of heat and satisfying the culinary needs of the clients. The course equips the student with the essential requirements and professional skills in culinary field for commercial food production operations. This training gives the skills one needs to help safely prepare food and present it in a prompt time and visually pleasing way. The candidate learns basic cooking skills of preparing salads, bakery products, Indian dishes and Sweets apart from the exposure to French, International & Continental cuisines. The candidate applying for this course should have good initiative skills such as willingness to take responsibilities and challenges. They should have self controlling skills such as maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in very difficult situations. The skills related to sales and marketing, knowledge of principles and methods for showing, promoting and selling products or services are also hones along with culinary expertise of Indian and International cuisines.

The candidates can get employability/ job opportunities as:-
- Food Production Craftsman in Hotels, Cruise lines, Railway Catering, Airline Catering
- Entrepreneur
- Schools and Colleges
- Food Retailing Sector
- Food Production Managers

LEARNING OUTCOME
After completing the course, the student will be able to:-

- Handle the job of Commi / Assistant Cook / apprentice in commercial kitchen
- Showcase the product for selling
- Provide quality customer services and support
- Understand the interactive skills and handle the customers
- Cook Indian and Continental food
- Bake the cakes and pastries
- Handle the food hygienically

Sh. Manish Sisodia, Deputy Chief Minister & Minister of Education, Delhi
on the occasion of Orientation Day for the students of the session Aug18 – Sep19
held at Kamani Auditorium on 10 Oct 2018

6. WCSC APPLICATION FORM

a. Information Bulletin: There is no physical sale of Information Bulletin. The same can be downloaded free of cost from the web site of the department www.tte.delhigov.nic.in from **08 July 2019 to 27 July 2019**.

b. WCSC Application form: **Candidates are advised to read information bulletin carefully and acquaint themselves with all the requirements before filling up the application form**.

No column in the application form should be left blank. If any column is not applicable, write NA in the respective column. Application form should be clearly, legibly filled with black or blue pen.

It is the sole responsibility of the candidate to make sure that he/she is eligible to apply and fulfills all the conditions prescribed for the admission.

Incomplete application forms will be summarily rejected

The candidate should write **his/her name and father's name in capital letters as given in Secondary School Certificate** (Class X) **of the board** or the university.

The candidate should affix his/her recent color photograph.

7. SUBMISSION OF APPLICATION FORM

a. Application form, complete in all respect, along with self-attested documents should be submitted in person at World Class Skill Centre, Vivek Vihar, Delhi on all working days from **08 July 2019 to 27 July 2019**. 10 am to 4 pm (Monday to Saturday).

Note: Last date for submission of the Application Form duly filled along with self-attested copies of the requisite documents at the centralized admission centre i.e. **World Class Skill Centre**, Vivek Vihar, Delhi-110095 is **27 July 2019** up **to 4 pm**

The registration fees of **Rs.150/-in cash** per application form will be deposited at the time of submission of duly filled application form.

It is the responsibility of the candidate to make sure that he/she collects the **filled in acknowledgment card** immediately after submission of the application form. **The candidate has to carry his/her acknowledgement card on the day of IT Skill Test, Interview and counseling/admission.**

Note: -

1. Candidates are solely responsible for the submission of Application Form.
2. Application, which are incomplete or received after the last date, will be summarily rejected and no correspondence will be entertained in this matter.
3. Please **DO NOT send** completed application forms / request for application forms **to Directorate of Training and Technical Education, Muni Maya Ram Marg, Pitampura, Delhi.** No form will be accepted or considered if sent through post.

8. AGE LIMIT

The age criteria for admission in all courses at WCSC will be as follows:
(A) Minimum age limit is 17 years as on 01-August-2019 (born on or before 01-August-2002)
(B) Upper age limit is as shown below:

Gender	Category	Upper age limit	Cut-off date of birth for the session August 2019-July 2020. (born on or after)
M	SC/ST/PD	29	01-August-1990
M	General	24	01-August-1995
M	OBC	27	01-August-1992
F	SC/ST/PD	35	01-August-1984
F	OBC/General	30	01-August-1989

9. PROCEDURE OF ADMISSION

1. Applications are shortlisted for IT Skill Test and interview as per merit based on the aggregate percentage of marks obtained in the Class XII Examination from a recognized School / Board / University. **Students who appeared for Class XII exams through open learning (NIOS) should also attach study centre proof along with the application form**.
2. **IT Skill Test*** is conducted for eligible candidates in which IT knowledge of the applicant would be judged verbally or through MCQ at the time of interview*.
3. **Interview** is conducted for the assessment of the aptitude for the particular course

   *Note1: Schedule for IT Skill Test and interview would be displayed on the Department website. No separate intimation would be given to individual candidate.

   Note 2: The distribution of marks for selection is as follows: -

S.N.	Selection Criteria	Weightage given
1.	Class XII Aggregate Percentage	60%
2.	IT Skills(MS Office)	10%
3.	Interview	30%

10. CRITERIA FOR CALCULATING PERCENTAGE OF MARKS

1. The aggregate percentage of marks of all the subjects including optional subjects opted in 12th class shall be taken into account provided the candidate fulfills the requisite subject conditions.
2. English as a subject in class XII is mandatory for all the courses.
3. Mathematics as a subject in class XII is mandatory for Digital Marketing and Web Development course.
4. Weightage of 10% marks obtained in Mathematics subject will be given to the candidate having Mathematics as a subject in 12th class applying for the Retail Services course.

Singapore Delegation at Opening Ceremony of WCSC, Delhi

11. DISPLAY OF Shortlisted candidates LIST (Please check notice board WCSC,Vivek Vihar or web site as mentioned for updates in dates / for revised schedule)

(Please check notice board of World Class Skill Centre, Vivek Vihar or web site as mentioned for updates in dates / for revised schedule)

Provisional list of shortlisted candidates based on qualifying marks will be displayed on the Notice Board of World Class Skill Centre, Vivek Vihar on **31 July-2019 at 4 pm.** Objection if any, against provisional merit list can be filed on **01 August 2019** from **10 am to 2 pm** at WCSC, Vivek Vihar. The Revised List of Shortlisted candidates (registration number wise) shall be displayed on the Notice Board of World Class Skill Centre, Vivek Vihar on **02 August 2019 at 4 pm**. Oral IT Skill test and interviews would be conducted between **05 August 2019 to 08 August 2019** as per schedule which would be uploaded on department web site. **Candidates are advised to check WCSC notice board / department web site regularly for any updates.**

The final list of qualified applicants in order of merit will be displayed on **14-Aug-2019 at 4pm.**

Document verification and Fee deposit for first round will take place from **16-Aug-2019 to 02-Sept.-2019 as per rank wise counseling schedule.** Candidate should report in person for the same as per the schedule displayed on notice board of WCSC, Vivek Vihar /uploaded on department web site**. The Academic session will commence from 02 September 2019.**

Vacant position for second round of seat allotment, if seat remains vacant would be displayed on **03 September 2019 at 4pm**. Document verification and Fee deposit against second allotment list, if seats remain vacant from **04 September-2019 to 06 September-2019.**Display of final vacant seat position, if required on **09 September-2019**. Open round, if need would be held on **11 September-2019 and 12 September-2019** between 10 am and 4 pm.

12. GENERAL INSTRUCTIONS / INFORMATION

a) Admission to courses will be offered to candidates strictly according to the Final Merit List displayed at the Notice Board of WCSC, Vivek Vihar. The courses will be offered on the basis of availability of seats. **If any discrepancy in the merit list is noted, it should be brought to the notice of the Principal/Admission In-charge on the day of display of merit list and before the actual date of admission in writing in any case. Any complaint afterwards will not be entertained.**

b) In case of candidates having equal percentage, the candidate who is elder in age will be given preference. The candidates whose names appear in the merit list must report on the prescribed date and time at WCSC, Vivek Vihar. No separate communication to the candidate will be made.

c) Transfer of the sector will not be entertained under any circumstances after admission. There is no provision for refund of fees on withdrawal of the admission under any circumstances once the seat has been allotted and the candidate took the admission in a particular course.

d) If the admission is cancelled due to false information furnished by the candidate, the fee remitted would be forfeited and no refund would be admissible to the candidate.

e) Incomplete application form in any respect will not be accepted and summarily rejected. If re-corrected, cutting without initial by candidate shall not be considered.

f) Before submission of application form at counter, self-authenticated two passport size photographs should be pasted. **Without photograph the application form will be cancelled.**

g) **Any request for extension of date and time for admission and payment of fee would not be considered.**

h) **Any kind of fees paid once will not be refunded (full or partial)under any circumstances.**

i) Candidates who were earlier expelled or rusticated from WCSCS, Vivek Vihar due to any reason/s are not eligible for fresh admission.

j) Candidates to specifically note that if any incident of ragging comes to the notice of the authorities, the concerned Candidate shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel him from the institution as directed by the Hon'ble supreme Court of India SLP (c) nos. 24295 and 24296-99 of 2004 dated 10.12.2007.

k) Admission of the Candidates shall stand cancelled ab-initio, if any information supplied or document submitted is proved to be false/ fake at any stage even after admission.

l) Certificate from the concerned Department on the prescribed performa in r/o SC/ST/OBC/PH/Other Category, as the case may be, should be produced.

m) OBC candidates belonging to creamy layer would be considered in general category only.

n) For further details and any other problem, candidates may contact the Admission In-charge/Principal of the Centre.

o) Use/carrying of mobile phones is not allowed for students in WCSC Campus.

Instruction to the Candidates to be followed at the time of admission:-

a) Candidate has to report in person for getting the documents verified and completing all admission formalities.

b) On his/her arrival at Admission Centre the candidate must sign in arrival register giving the time and date of his/her arrival at the reception on the admission day. The candidate has to produce/keep ready all originals & other documents.

c) The Admission In-charge will call the Candidates as per the merit order one by one. Self-authenticated photocopies of the documents submitted along with the application shall be checked and compared with the original documents before the admission is finalized. If original documents are not produced, no seat will be offered.

d) Immediately after completing the process of document verification, candidate may proceed for online fee submission on **SBI COLLECT** portal through credit card only/ net banking or generating online challan. **Please note Rupay card/Debit card is not accepted for online fee submission.**

e) Candidates must report to the admission In-charge along with print out of online fee payment receipt received by them on the mobile number mentioned by them during fee payment. They would be enrolled and allotted roll number only after producing fee receipt to the admission in-charge.

f) Candidate would preserve registration/admission slip till he/she is enrolled in Centre. If a candidate does not report for admission within 10 days of issue of admission slip issued to him/her, thereafter the admission shall stand cancelled and no request will be entertained thereafter.

g) Documents to be submitted (Original) at the time of admission:
   i   Medical fitness certificate from Registered Medical Practioner. (in format given at Annexure-1)
   ii   Undertaking by the selected candidates on the prescribed form (in format given at Annexure-2)
   iii Undertaking as per format on prohibition of ragging by the candidate and candidate's parent/guardian (in format given at Annexure-3)
   iv   Character certificate from Principal of the school last attended/Gazetted Officer issued with-in last six months.

13. SEAT ALLOCATION & RESERVATION

Qualifying in merit list shall be mandatory for all categories of candidates. Common merit list would be prepared on the basis on aggregate marks obtained in Class XII, marks obtained in IT Skill Test and marks obtained in interview. Reservation criteria as per the approved government policy will be adopted. ALL RESERVATION SHALL

BE AS PER DELHI GOVERNMENT POLICY AT THE TIME OF COUNSELLING. However, in case qualified candidates are not available for admission in any reserved category, the seats will be de-reserved as per reservation policy of Govt. of NCT of Delhi. The reservation in various categories shall be as follows:

4.1 Seat reserved for
A. Candidate passing Class XII examination from Delhi Schools – 85%
B. Candidates passing Class XII examination from other state schools – 15%

30% of the seats are reserved for women in all the sectors.

4.2 Further reservation category wise
    4.2.1 **Schedule Castes**: 15% seats are reserved for candidates belonging to scheduled caste
    4.2.2 **Schedule Tribes**(Outside Delhi) only: 7.5%seats are reserved for candidates belonging to scheduled tribe
    4.2.3 **Other Backward Classes**-27% seats are reserved for OBC candidates belonging to **NON CREAMY LAYER**
    4.2.4 **Economically Weaker Sections (EWS)** 10% will have to submit Income and asset certificate from competent authority as per Annexure V.

Note: For admission to a seat reserved for **SC/ST/OBCs/EWS**, the candidate should produce a certificate, in original, at the time of admission issued by the competent authority, indicating the **SC/ST/OBC (Non creamy layer)/EWS** to which the candidate belongs.

    4.2.5 **Person with Disabilities / Divyang (PWD):** 5% seats of the sanctioned intake of each course in each centre in each of Delhi and Outside Delhi quota for fresh admissions are reserved for Person with Disabilities/Divyang (PWD). A fitness certificate has to be furnished from National Career Services, Govt. of NCT of Delhi, Plot No. 9, 10 & 11, Karkardooma, Vikas Marg, Delhi-110092 in **Annexure VI.** Candidates, at their own interest, should ascertain/ identify courses for which they will be eligible to apply. For dyslexia candidate a certificate of suitability as to whether the applicant is fit for undergoing the course applied for has to be furnished from the competent authority / IHBAS (Institute of Human Behavior and Allied Sciences, Dilshad Garden, Delhi).Further it is clarified that the allocation of reservation scheme for person with disability/Divyang (PWD category) will be as follows:
    ❖ Blindness and low vision
    ❖ Deaf and hard of hearing
    ❖ Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

- ❖ Autism, intellectual disability, specific learning disability and mental illness
- ❖ Multiple disabilities including deaf-blindness

4.2.6 **Defence Personne**l:5%- reserved for widows / wards of Military / Para Military personnel (CRPF, ITBP, BSF, CISF, NSG & Assam Rifles) in the following order of preference:

4.2.6.1 Widows/wards of defense personnel killed in action.

4.2.6.2 Wards of serving personnel & ex-servicemen disabled in action and boarded out from service.

4.2.6.3 Widows/wards of defense personnel who died in peacetime with death attributable to military service.

4.2.6.4 Wards of disabled in services and boarded out with disability attributable to military service.

4.2.6.5 Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Awards.
   a. Param Vir Chakra
   b. Ashok Chakra
   c. Mahavir Chakra
   d. Kiriti Chakra
   e. Vir Chakra
   f. Shaurya Chakra
   g. Sena, Nau Sena, Vayu Sena Medal
   h. Mention in despatches

4.2.6.6 Wards of ex-servicemen

4.2.6.7 Wives of :-
   a. Defense personnel disable in action and boarded from services
   b. Defense personnel disable in services and boarded out with disability attributable to military services
   c. Ex-servicemen and serving personnel who are in receipt of gallantry awards

4.2.6.8 Wards of serving personnel.
   a. Wives of serving personnel

Note: Candidates seeking admission under Defence Personnel quota will have to get their candidature certified by any of the following authorities in the prescribed pro-forma given at **Annexure VII:**
   - Secretary, Kendriya Sainik Board, Delhi.
   - Secretary, Rajya / ZilaSainik Board.
   - Officer-in-Charge, Record Office of concerned service for serving personnel.

General Information with respect to seat allocation and reservation

(A) The above reservations are subject to change without notice but duly communicated prior to counseling as per the decision of the Government of N.C.T. of Delhi.

(B) Reservation of seats will be subjected to change/amend whenever amendment made by the Govt.

(C) Any unfilled seat reserved for SC will be treated as reserved for ST and vice-versa. The seats will be de-reserved for General Category only after exhausting the complete list of SC/ST candidates.

(D) Any seat (reserved or general) remaining unfilled in outside Delhi category will be transferred to Delhi seat of the same category. The order of conversion shall be outside Delhi (Reserved Category) → Delhi (Reserved Category) → Outside (General) → Delhi (General).

(E) Any seat under reserved category remaining unfilled in Delhi category will be transferred to Delhi General Category during final round of counseling.

(F) The vacant seats (not taken by any candidate) will be converted as per Conversion Rules. However, the seats are allotted against a category/sub category and got cancelled due to non-reporting of candidate at reporting center or vacated due to withdrawal in respective category will be available in the respective category for the next allotment round.

(G) All subcategory seats will be first converted to their respective main categories. Example EX serviceman seat will be converted to General•

(H) Unfulfilled Divyang seats for which there is no demand from PWD candidates would be converted into general seats towards the end of last round of counseling.

(I) After allotment and exhaustion of candidates application of OBC Category Seats will be converted to General Category Seats.

(J) Any unfilled seat reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa. The seats will be de-reserved for General Category only after exhausting applications of all

(K) Benefit of reservation shall be available only if the category to which a candidate belongs to as mentioned in the original application form. If nothing is mentioned by the candidate in the application form, he/she may not be considered to reserved category.

(L) Persons belonging to SC, ST OBC & EWS who are selected on the basis of merit and not on account of reservation will not be counted towards quota meant for reservation

(M) For admission to a seat reserved for Schedule Castes/Scheduled Tribes/ OBCs/EWS, the candidate should submit a certificate in original at the time of admission from the approved district authority, indicating the Schedule Castes/Scheduled Tribes/OBC/EWS, to which the candidate belongs.

APPROVED, CERTIFICATE ISSUING AUTHORITIES FOR CATEGORY, EWS

List of approved authorities is given below: -

  a. District Magistrate/Additional District Magistrate/Deputy Commissioner/ Collector/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate (not below the rank of 1st Class

Stipendiary Magistrate), Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.

b.   Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

c.   Revenue Officer not below the rank of Tehsildar.

d.   Administrator / Secretary to Administrator / Development officer (Lakshadweep & Minicoy Island)

(N) Caste certificate in the name of the applicant from competent authority will have to be submitted at the time of admission failing which the candidate will be considered under General category. For availing reservation under OBC category in Delhi State, Delhi OBC list will be considered. **The OBC-Non Creamy Layer certificate must be accompanied with the original OBC certificate if issued prior to 1st April, 2019.** Candidates passing qualifying examination from institution located in Delhi and having OBC certificate from outside Delhi shall be considered as Delhi General Candidate. Similarly, candidates passing qualifying examination from institutions located Outside Delhi and having Delhi OBC certificate shall be considered as Outside General Candidate. Category mentioned in application form is not changeable at the time of counseling.

Front Office (Role Play) Training to the trainees of Hospitality Operations.

Sh. Ramadorai, Advisor to then Hon'ble Prime Minister on Skill Development along with Mr. Jonathan TO, the then Dy. High Commissioner of Singapore & Mr. N. G. Cher Pong, Dy. Secretary, Ministry of Education, Government of Singapore

14. COURSE FEE

1. Total Tuition Fee Rs. 42,000/- is payable in four installments.
2. The first installment of Rs 11,800 (Rupees Eleven thousand eight hundred only) is payable at the time of admission as per the following details:
   a Tuition fees of Rs 10,500 (Rupees Ten thousand five hundred only)
   b Caution money of Rs 1000 (Rupees one thousand)
   c Pupil fund of Rs 300 (Rupees three hundred only).
3. Caution money Rs. 1000 (Rupees One thousand only) deposited **at the time of admission** is refundable after successful completion of the training.
4. Pupil Fund Rs. 300/- (Rupees three hundred only) is non- refundable.
5. Second, third and final installment of tuition Fee each of Rs 10,500 is to be paid online on SBI portal after 3 months, 6 months and 9 months from commencement of the training.

Fee Installment	Training Fee	Caution Money	Pupil Fund	Remarks
First	Rs 10500	Rs 1000	Rs 300	Total **Rs.11800/-** to be paid during admission
Second	Rs 10500	-	-	3 months after commencement of course
Third	Rs 10500	-	-	6 months after commencement of course
Fourth	Rs 10500	-	-	9 months after commencement of course
Exam Fee	Rs 100	-	-	Before commencement of exams

Note:

1. Full/Partial Tuition fee can be financed by any Nationalized Bank of India as per their Terms & conditions. The loan for tuition fee is at the sole discretion of bank & eligibility of the candidate.
2. Any kind of fee paid once will not be refunded (full or partial) under any circumstances.
3. Reimbursement of Tuition fee to the candidate belonging to SC/OBC/Minority & post metric Scholarship is as per eligibility/entitlement from the department of SC/ST/OBC/Minority, GNCTD.
4. The applicant has to apply online on the website www.scstwelfare.delhigovt.nic.in and printout has to be deposited to the institute duly signed by the candidate before the due date as published yearly.

15. GENERAL RULES & INFORMATION FOR CANDIDATES

A. **Uniform**: Candidates shall have to get two sets of prescribed uniform for respective sector within 10 days from the date of admission and shall wear the same daily. The color code prescribed for the each course/sector may be confirmed from the respective Master Trainer prior to stitching of the Uniform.

The Uniform consists of Trouser, Coat, Tie, Black Shoes and White Socks to wear compulsorily during training.

Candidates are required to adhere to Industry prescribed grooming standards at all times.

B. **Holidays/Leave** Admissible to Candidates: Candidates are allowed the same holidays as fixed by Delhi Government for its staff.

   a. Casual Leave:- In addition to usual holidays, candidates are admissible to avail casual leave @ 8 days per year, 5 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.

   b. Medical Leave:- Medical Leave up to 15 days subject to production of Medical Certificate from a Medical Officer may be granted. Leave for a further period of not exceeding 3 weeks may be granted as special leaves. This leave can be granted only once in the training period on recommendations of medical officer acceptable to competent authority.

c. Unauthorized Absence:- For unauthorized absence up to 5 consecutive days at a time, Candidate will be issued a written warning for first occasion. If the same is repeated, Candidate will be discharged from the roll of the Institute.

d. There will be no summer or winter holidays.

C. **ATTENDANCE FOR CANDIDATE**: The minimum compulsory attendance in each subject for candidates in regard to their eligibility for Final Sector Examination is 80% of the actual number of working days.

D. **SUSPENSION / DISCHARGE**
   a. Candidates are liable for discharge on account of unsatisfactory progress in training.
   b. Candidates are liable for discharge on account of NOT ADHERING TO MINIMUM COMPULSORY ATTENDANCE i.e if attendance percentage falls below 60%.
   c. For acts of indiscipline, ragging activity and misconduct.
   d. The pending investigation of allegations against him/her.

E. **DISCIPLINE**
   a. The complete disciplinary control will rest with the Principal of the Institute or any other officer(s) appointed by the competent authority for the purpose and the Candidates must conduct themselves in accordance with the disciplinary rules of centre as framed and notified by the Principal.
   b. Under the Rules, following Activities are Strictly Forbidden:
      i. **RAGGING IN ANY FORM IS STRICTLY PROHIBITED.** If any incident of ragging comes to the notice of the authority, the concerned candidate/candidates may be given the opportunity to explain and if his/her/their explanation is not found satisfactory, the authority would expel him/her/them from the Centre.
      ii. Disfiguring or otherwise damaging Centre's property.
      iii. Smoking in the class room, workshop and laboratory or during field training.
      iv. Use of drugs or intoxicants except for those prescribed by a registered medical practitioner and under the knowledge of Principal of the Centre.
      v. Any form of gambling.

vi. Rowdyism and rude behavior.

vii. Use of violence in any form.

viii. Casteism/communalism or practice of untouchability.

ix. Offences of cognizable nature.

x. Any other conduct unbecoming of a candidate in the institution, any candidate indulging in any of the forbidden practice may attract any or more of the following disciplinary action: -

1. Cancellation of the scholarship/free ship/stipend (in part or in whole, temporarily or permanently) in accordance with the rules prescribed in this regard.
2. Fine,
3. Suspension,
4. Expulsion,
5. Rustication.

F. **Career Support:**

i. World Class Skill Centre is committed to try to provide 100% internship and placement assistance to all its trainees. Trainees would be guided

1. To build an appealing resume
2. To build an on-line portfolio

ii. In pre-internship phase trainees would be provided three opportunities to appear in internship evaluation process of the selected organizations/companies.

iii. And in post-internship phase trainees would again be provided three opportunities to appear in placement evaluation process of the selected organizations/companies.

iv. Note: Internship and Placement opportunity would be offered to only those students who are able to successfully complete the scheduled course work in stipulated time frame.

G. The candidates for admission have to give an undertaking that they will abide by the rules and regulations prescribed by the Principal and any action taken in this regard on the candidate by the Principal shall be final.

H. **Note: - All disputes pertaining to the admission shall fall within the jurisdiction of courts located in Delhi**.

16. EXAMINATION & CERTIFICATE

Final Examination will be conducted in July/August 2020 by DTTE, Govt. of Delhi. Upon successful completion of the respective courses and passing of exams,

candidates will be awarded the certificates issued by State Council of Vocational Training (SCVT), Govt. of NCT of Delhi.

17. CAMPUS FACILITIES (at WCSC, Vivek Vihar)

1. Fully Air-Conditioned building with Power back-up & lift facility available for all the floors.
2. Classes are clean & well maintained with modern furniture.
3. Campus is equipped with latest infrastructure viz Smart classrooms, latest i7 Computers with high resolution LED monitors, document processors etc.
4. Industry experience faculty for imparting training as per the guidelines by DTTE/ ITE Singapore.
5. Latest and most advanced training methodology.
6. Curriculum for Hospitality Operations &Retail Services courses prepared by ITE Singapore whereas the curriculum for Digital Marketing & Web Development (IT/ITeS) and Finance Executive have been developed in consultation of industries available with DGT and approved by SCVT, Delhi.
7. Certification by State Council of Vocational Training (SCVT), Govt. of Delhi.
8. Employment opportunity in prominent companies, Finance institutions, Hotels, Retailer, Digital marketing and web development companies and start-ups.
9. Three months of industry internship mandatory.
10.   Labs in Hospitality operations department are equipped with latest machines like high pressure injectors, steam cleaner for carpet cleaning, buffing cum scrubbing machine etc.
11.   Labs in Retail Service department is equipped with the facilities to provide ample hand-on in subjects like store display.
12.   Latest technology and software viz HTML5,CSS3, MySQL,Php, Bootstrap, Google Adwords, SEO, SMO, Wordpress, WAMP server, LibreOffice are used to provide web development and digital marketing training.
13.   The institute provides ample opportunities for candidates to participate in extracurricular activities for their exposure. Students from WCSC regularly take part in events like career conclave, Trade Fairs etc.
14.   Other than the world class facilities the institute also organizes and hosts visits of national and international delegates.
15.   Provides RO drinking water to all the trainees.

18. PLACEMENTS

There are many prominent PAN India and Multi-National companies asking for Master Craftsman/Specified Skilled Professionals. Successful candidates can apply in prudent companies, groups, hotels, shopping malls, retail outlets etc. in Delhi, NCR and Pan India.

Hospitality Operations: Hotels / Groups in which candidates of the past batches have worked/interned are given below.

1. Oberoi Group
2. Radisson Hotels
3. Le Meridian
4. Taj Group
5. Jaypee Hotels
6. ITC Welcome Group
7. Holiday Inn
8. Park Plaza
9. Fortune Excaliber
10. Hulhule Island Resort Maldives
11. Sarovar Hotels
12. Sheraton Hotels
13. Piccadeli
14. Kempenski Delhi
15. Shivanta Foods
16. JW Marriot
17. Seven Seas

Retail Services: Students of Retail Sector have worked with / are working and training with retail chains/ companies like:
1. Reliance Retail Limited
2. Future Group
3. Marks and Spencers
4. Mahindra Retail Limited
5. Hennes & Mauritz
6. Aditya Biral Group
7. Devyani International
8. Costa Coffee
9. Tata Croma
10. Shoppers Stop
11. Titan
12. Central Mall
13. Nike
14. Grolier International
15. Tanishq
16. Decathelon

Finance Executive: Students of this sector gets opportunity to work with Accounting firms, CAs etc. Some of the firms/companies where students of previous batches were placed / interned are:

1. Sherkhan
2. Religare
3. Angel Broking
4. India Invest
5. Axis Bank
6. Nagarroetc

Digital Marketing and Web Development - IT/ITeS Sector: Students of previous batches of IT/ITeS Sector interned with/were placed/are working with companies like:

1. High Performance Computing Private Limited
2. All Sports.in
3. Red Dash Media
4. Iveera Tech Support Private Limited
5. Acube Digital
6. Digital Monkey Solutions
7. NKTech
8. EduSocial Digital Solutions Private Limited
9. Bhava India Overseas
10. Zonopact Incorporation
11. Global Business Corporation
12. Recon AppMagic Private Limited
13. Shimuk Enterprises Private Limited
14. LoveKarmaPassion Communication Private Limited

19. WCSC IN NEWS

Misconceptions behind skill courses must be changed: Sisodia

OUR CORRESPONDENT

NEW DELHI: Over 3,000 students have passed out from the World Class Skill Centre (WCSC) in Vivek Vihar in the past five years and successfully placed for employment, as WCSC students are the real ambassadors of skill courses, Deputy Chief Minister Manish Sisodia said on Wednesday.

"World Class Skill Centre is a unique institute which imparts practical skill courses in reality and not just the concepts," said Sisodia, while addressing the new batch of students here.

Citing examples from other developed countries, he made special note of the Senai courses in Brazil, the dual VET (vocational education and training) system in

WORLD CLASS SKILL CENTRE
VIVEK VIHAR, DELHI
Welcomes newly admitted students
Orientation Day
October 10, 2018

Shri Manish Sisodia
Hon'ble Dy. CM, Minister & Ministry, Education, G.N.C.T. of Delhi

Delhi government officials at the orientation day ceremony at the World Class Skill Centre in Vivek Vihar on Wednesday   PIC/MPOST

Germany, professional courses in Finland, as well as TAFE (technical and further education) in Australia, where skill courses are considered to be a very dignified course, "unlike the importance we give for the graduation courses here."

"A misconception prevails in our mindset, skill means car-

penters or electricians, and this needs to be changed," he said.

The Deputy CM added that that ITI Vivek Vihar was chosen as a temporary campus for starting the WCSC.

Presently, the centre is running with four courses in Hospitality Operations, Retail Services, Finance Executive,

and Digital Marketing and Web Development, with the world-class facilities for the trainees.

Admissions are offered twice in a year in the WCSC, once in March and again in August, for a total capacity of 1,000 students per year.

The minimum educational qualification for taking admission into the WSCS is passing Class XII and knowledge of English and Microsoft Office.

Technical education director Devinder Singh Nijjer stated that another 25 WCSCs in various other need-based disciplines are to be set up across Delhi. Efforts are on to start at least three before December.

Additionally, an Australian delegation met Sisodia and expressed their willingness to collaborate, with a focus on employability.

The Tentative schedule of admission/counseling is as under:-

S.N.	Activity	Date and time
1.	Start and closing Date of availability of information bulletin and admission application form for download	08th July to 27th July 2019
2.	Last date of receipt of filled application forms along with registration fee of Rs. 150/-	27th July 2019 upto 4.00 PM)
3.	Display of list of shortlisted candidates (based on qualifying marks).	31thJuly 2019 at 4.00 pm
4.	Objection submission by applicants against the shortlisted list	01th August 2019 between 10.00 am to 2.00 pm
5.	Display of revised list of shortlisted applicants (based on qualifying marks after removing objections, if any and schedule of IT Test)	02 August 2019 at 4.00pm
6.	Conduct of IT Test (MCQ) and interview	05.08.2019 to 08.08.2019
7.	Display of Final Rank List of qualified applicants in order of merit and seat allotment schedule	14.08.2019 at 4.00 pm
8.	Admission in order of Rank & Fee deposit after verification of documents.	16.08.2019 to 02-09-2019 (tentative subject to no. of applications received)
9.	Commencement of the academic session (orientation of the newly admitted students	02-09.2019 at 10.00 am
10.	Display of vacant seat position, if any	03.09.2019 at 4.00 pm
11.	Admission against vacant seats & fee deposit after verification of documents, if seats remain vacant	04.09.2019 to 06.09.2019 between 10.00 am to 4.00 pm (tentative)
12.	Display of final vacant seat position, if needed	09.09.2019 at 4pm
13.	Open round against vacant seats, if needed	11.09.2019 & 12.09.2019 (10 am to 4 pm)

Candidates should visit the website for further updates and changes as the schedule is tentative.

Government of National Capital Territory of Delhi
WORLD CLASS SKILL CENTRE
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VIVEK VIHAR, DELHI-110095
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For any feedback and suggestions please write to us at –
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*This is for the information only and does not constitute as a legal document.