



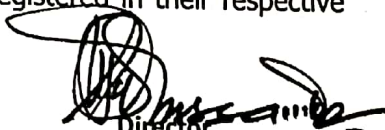

Government of Jammu and Kashmir  
Directorate of Skill Development, J&K, Srinagar/Jammu.  
Email: [jkdtel@gmail.com](mailto:jkdtel@gmail.com) and [dte.planning.14@gmail.com](mailto:dte.planning.14@gmail.com) Website: <https://www.jkdte.org>

## NOTIFICATION

The Department of Skill Development J&K in its pursuit to fulfil the expectations of Industry in achieving high productivity and ensuring better job opportunities and future for ITI/Polytechnic pass outs, is going to prepare a data bank of all the trainees passed out from different ITIs/Polytechnics in various courses/branches/trades (NCVT/SCVT) during the last five years. Department will initially organise pre-placement awareness workshops in collaboration with all the stake holders viz industry partners, pass outs etc to discuss the issues of rejection of pass outs by the employers due to possession of low confidence, weaker communication skills, inadequate leadership qualities, poor interpersonal skills, business etiquettes, lack of team spirit, possession of less knowledge of skill sets as per industrial expectations, less knowhow of latest techniques in specified skills. Also the issues of leaving the offered placements midway by selected trained youths due to lack of interest to work in certain industries because of low remuneration, unsatisfactory working hours/locations or negative perceptions about the work environment, having less progressive opportunities available in present set up will also be discussed in these awareness drives and a clear line of action will be framed based on which regular placement drives will be conducted in collaboration with different industry partners.

Accordingly all the trained youths who had passed outs from different ITIs/Polytechnics of UT of Jammu and Kashmir during the last five years are advised to fill the record card in the prescribed format enclosed and submit it in the concerned ITI/Polytechnic to make them eligible for participating in the proposed pre-placement/placement drives likely to be organized by department of Skill Development Department J&K in near future viz-a-viz for tracking of pass outs .

All the HOIs shall ensure that all pass outs should be registered in their respective ITIs / Polytechnics

  
Director  
Skill Development Department 9.6  


No: ITI/AAA/2020/71-155

Date: 09.06.2020

Copy to the:-

1. Principal Secretary to the Govt., Technical Education Department, Civil Secretariat J&K.
2. Director Information J&K, for information with the request that the Notification may kindly be got Published in leading Daily Newspapers for information of Trainees/students
3. Director Doordarshan Srinagar/Jammu for information with the request that the Notification may kindly be telecasted for information of Trainees/students .
4. Director Radio Kashmir/Jammu for information with the request that the Notification may kindly be broadcasted for information of Trainees/students .
5. Joint Director Information Kashmir/Jammu for information with the request that the Notification may kindly be Published in leading Daily Newspapers for information of Trainees/students .
6. Joint Director Jammu/ Kashmir for information and necessary action.
7. All Head of the Institutes Polytechnic/ ITI for information with the directions to compile the Data Base and submit the same to respective Joint Directors



## RECORD CARD OF EX-TRAINEE of ITI/Polytechnic

1. Name in full (block letters) \_\_\_\_\_
2. Father's name \_\_\_\_\_
3. Mother's name \_\_\_\_\_
4. Full postal address \_\_\_\_\_
5. Temporary address (if different from above) \_\_\_\_\_
6. Adhaar Number \_\_\_\_\_
7. Date and year of birth \_\_\_\_\_
8. Academic Qualification \_\_\_\_\_
9. Branch/Trade and year of passing ITI / Polytechnic \_\_\_\_\_
10. Date of completion of training \_\_\_\_\_
11. Diploma/NTC/STC certificate issued on \_\_\_\_\_
12. Pay drawn and scale of pay if employed \_\_\_\_\_
13. Experience, if any ( in years) \_\_\_\_\_
14. Particulars of Present job \_\_\_\_\_
15. Contact details:
  - a) Landline/Mobile Number 1 \_\_\_\_\_
  - b) Mobile Number 2 \_\_\_\_\_
  - c) Email address \_\_\_\_\_



No. ITI/AAA/2020/71-155  
Dated 09-06-2020

Signature of the Ex-trainee/Student