

It is matter of privilege that **Directorate of Technical Education, U.T. Chandigarh** has been chosen as Nodal Agency to impart ICT (Information and Communication Technologies) Training to all Group A, B, C, D Government Employees of Chandigarh Administration.

1.The following Institutes of Technical Education Department and SPIC of IT Department shall provide training to the Government Employees of Chandigarh Administration.

- 1.) Chandigarh College of Engineering. & Technology, (Degree Wing) Chandigarh.
- 2.) Chandigarh College of Engineering. & Technology, (Diploma Wing) Chandigarh.
- 3.) Govt. Polytechnic for Women, Sec 10, Chandigarh.
- 4.) Govt. I.T.I for Women, Sec 11, Chandigarh.
- 5.) Govt. I.T.I., Sec 28, Chandigarh.
- 6.) SPIC (Society of Promotion of Information Technology), IT Park, Chandigarh.

2. The details regarding Data of Government Employees of Chandigarh Administration to be trained Category Wise as per the **Census of Government Employees of Chandigarh Administration 2017** is as mentioned below

<b>S.No.</b>	<b>Category</b>	<b>Participants</b>
1.	Group A	2320
2.	Group B	2989
3.	Group C	13026
4.	Group D	1994

**20329**

Excluding Employees on Deputation and Employees of more than 55 years age

**Total Employees to be trained comes around to be 14000 approximately**

3. The **Selection Criteria of Government Employees of Chandigarh Administration** for ICT Training is as given below:

- Participants need to register on web portal. It will be on **First Come First Basis**.
- Preference would be given to those employees whose promotion case is under consideration or if any other unavoidable requirement of Employee exist.

The following **terms and conditions** to be considered are:

- Well defined time period would be mentioned in the web portal after that it would not be possible to register.
- If employee could not attend course as per registration due to any circumstances then next chance of registration would be given after one year.
- 100% percent requirement of attendance of trainer and trainee.
- If employee wants to appear for test directly and qualify the exam, then directly the certificate would be awarded.
- If employee could not qualify the examination then one more chance would be given to appear for examination along with other batch participants. If still could not qualify, then he/ she would be allowed to register in the next year.
- Timings for ICT Training would be from 2.00 pm to 6.00 pm and after completion of course, test would be conducted on Friday. If there is any single holiday/ Gazetted holiday during week then ICT Training would be held from 2.00pm to 7.00pm. In case of two holidays, course would be rescheduled after taking approval from DTE.

**Budget approved by FD for IMPARTING ICT TRAINING**

**Fixed Expenses**

<b>Sr. No</b>	<b>Nature of Work as per proposal approved by Finance Department</b>	<b>Amount</b>
1.	Website updation (Project App to be incorporated in DTE Web portal) (one time)	45,000/-
4.	Upgradation of Lab (After approval of committee) ( For all 5 institutes)	5,00000/-

**Recurring Expenses for Group A, B and C Employees per Batch- Group of 30 participants (Group A) and 20 participants (Group B & C)**

<b>S.No.</b>	<b>Nature of Work as per proposal approved by Finance Department</b>	<b>Amount</b>
1.	<b>Remuneration for faculty member and student</b> Amount proposed for Faculty member @450 per hour after duty hours 9.00 to 5.00pm	2250/
	Amount proposed for Student @100/- per day	500/
	Amount proposed for MTS @ 100/- per day	500/
2.	Refreshment for 30 participant @20/- per participant	3000/-
	Refreshment for 20 participant @20/- per participant	2000/-

**Recurring Expenses for D Group per Batch for group of 40 participants (Training of 5hrs)**

<b>S.No.</b>	<b>Nature of Work as per proposal approved by Finance Department</b>	<b>Amount</b>
1.	<b>Remuneration for faculty member and student</b> Amount proposed for two Faculty member @450 per hour each Timings 9.00 to 2.00 pm	4500/-
	Amount proposed for MTS	500/
2.	Refreshment @20/- per participant	4000/