

**Guidelines  
for  
'Dual System of Training'  
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**Directorate General of Training**

**Ministry of Skill Development & Entrepreneurship  
Government of India**

To further strengthen industry connect and impart quality, industry relevant trainings, these guidelines intend to encourage ITIs and Industry Partners to adopt/ participate in Dual System of Training

## **ACRONYMS**

AITT	All India Trade Test
BTP	Basic Training Provider
CTS	Craftsmen Training Scheme
DBT	Direct Benefit Transfer
DGT	Directorate General of Training
DST	Dual System of Training
HQ	Head Quarters
IMC	Institute Management Committees
IP	Industry Partner
ITI	Industrial Training Institute
MoM	Minutes of Meeting
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development & Entrepreneurship
MSME	Micro, Small and Medium Enterprises
NAPS	National Apprenticeship Promotion Scheme
NCVT/NCVET	National Council for Vocational Training/ National Council for Vocational Education and Training
NSQF	National Skills Qualifications Framework
NTC	National Trade Certificate
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
TT Cell	Trade Testing Cell

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## 1. Background

India has over 15,000 Industrial Training Institutes (ITIs) of which 85% are run by the private sector and 15% are government-funded. As per skill gap reports<sup>1</sup> it is estimated that from 2013-22 there will be an incremental demand of 10 crore skilled workers i.e. an average of one crore skilled workers every year. All ITIs put together have only 25 lakh seats per annum. While capacity is a constraint, industries which employ ITI pass outs do not find the quality of training imparted to the students up to their standards.

To bridge this disconnect between ITI trainees' learning outcomes and the industry requirements, the Ministry of Skill Development & Entrepreneurship (MSDE) introduced the scheme "Dual System of Training" (DST) wef. August, 2016 session.

## 2. Objective

Objective of DST scheme is to enable industries and establishments to partner with Government and Private ITIs for conducting training programmes under high employability courses so as to fulfil their skilled manpower requirements. The DST is an amalgamation of theoretical training imparted through ITIs and practical training imparted through the Industry. DST helps enable Industry linkages and provide hands on experience to students on industries latest/ updated technologies.

Under the DST scheme, the courses are conducted to meet the skilled workforce requirements of Industry so that after completion of training, the trainee who are awarded National Trade Certificate (NTC) under the scheme have an edge over regular ITI pass outs in terms of employability and employment opportunities in Industry.

With the vision of strengthening Industry linkages and acquainting students in ITIs with latest technologies used in the Industry, DGT encourages ITIs to participate in the DST program so that these ITI trainees are Industry ready.

**It should be noted that the ITIs running DST courses shall have an advantage in the grading system introduced by DGT.**

## 3. Revision of the existing guidelines

The DST guideline was last revised on July 10, 2017 vide letter 19/23/2016-CD, refer **Annexure 1** for old guidelines and amendments made thereafter. However, in the recently held meeting chaired by DG, Directorate General of Training dated 28<sup>th</sup> August 2018 (ref. MoM 28<sup>th</sup> Aug. 2018, Annexure 1), recommendations were made by the participating members for further improving the DST Scheme. In order to implement these recommendations, the prevailing scheme guidelines needed revision. Views of major stakeholders i.e. State Governments, Industry and ITIs (Trainees & Instructors) were also taken into consideration on these recommendations

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<sup>1</sup>NSDC Sector Skill Gap Reports released by MSDE in 2015. Click link below for the reports:  
<https://www.nsdcindia.org/industry-reports>

before being incorporated into scheme guidelines. Accordingly, in supersession of the existing guidelines (i.e. July 10<sup>th</sup> 2017 Guidelines), the following guidelines are being issued with immediate effect for fresh batches registered on or after 1<sup>st</sup> January, 2019. It shall be noted that all earlier batches enrolled will continue to follow the previous guideline issued on 10<sup>th</sup> July, 2017.

#### 4. Eligibility of ITIs

All affiliated ITIs (Government and Private) can conduct training under DST in their relevant affiliated trade(s).

#### 5. Courses and curriculum for DST

The Dual System of Training is operational in all the trades covered under Craftsmen Training Scheme, including service sector trades, and the trades in new and emerging sectors. All these courses are NSQF aligned.

Refer link [https://dgt.gov.in/cts\\_details](https://dgt.gov.in/cts_details) for the details of list of these courses.

#### 6. Duration of Training

- i. In the existing guidelines, the number of months for practical training in the Industry was fixed. Since the time period required to acquire a skill set varies from trade to trade, the duration of industry training has now been made more flexible. Accordingly, the guidelines have been revised, defining a range for 'duration of industrial training' as indicated in table below:

S. No	Duration of course / trade	Duration of industrial exposure/ training (as per previous guidelines)	Duration of industrial exposure/ training (as per revised guidelines)
1.	6 months	Not defined	1-3 months
2.	1 year	5 months	3-6 months
3.	2 years	9 months	6-12 months

- ii. The ITI and Industry have freedom to choose the training pattern i.e. either a block mode/ multiple block mode (with few months in ITI, followed by few months in Industry) or a mixed mode (with few days in a week shared between ITI and Industry) as per mutual understanding and suitability of ITI and Industry.
- iii. The Industry / ITI has been given flexibility in deciding duration of ITI and Industry training blocks over the entire training period within this range.
- iv. In case of 2 year courses, each year may have at least one 'Industry Training Block' of reasonable duration.

## 7. Admission, Assessment and Certification

- i. The admission of the trainees for the scheme shall be common i.e. with Craftsmen Training Scheme (CTS) into regular ITIs. Upon selection of trainees/ batches by the Industry Partner which has signed MoU with the ITI, DST flag would be enabled in DGT MIS portal for those trainees. For each student, the name of Industry Partner(s) along with planned duration of training in Industry(s) should also be uploaded on the portal.
- ii. Examination pattern for DST shall be same as that for regular CTS trade and in accordance with the notification dated 4<sup>th</sup> Oct. 2018 vide implementation order no. MSDE (-18011/DGT/2017-TTC (Pt. III)), refer **Annexure 3**.
- iii. In case of DST, Trade Practical Examination shall be done by ITI only.
- iv. Formative assessment shall be done by both ITI and the Industry Partner with equal weightage in each year regardless of duration of Industry training.
- v. ITI shall be responsible for uploading of overall formative assessment marks including that awarded by the Industry.
- vi. In case 'Industry Training' is done in more than one Industry, only the Industry where trainee spends maximum time may award part formative assessment marks.
- vii. After successful completion of training in respective trade and passing the AITT, the National Trade Certificate (NTC) shall be awarded to the trainee. The format of National Trade Certificate under Dual System of Training is same as that of NTC under CTS scheme.
- viii. Such Industry Partner(s) desirous of mentioning name of Industry, another NTC under DST may be issued , , in addition to the regular NTC.
- ix. For DST courses, the admit card, standard mark sheet and NTC format have been revised, which are included in **Annexure 4**, **Annexure 5** and **Annexure 6**.
- x. All other guidelines applicable for CTS trades/units affiliated to DGT shall also apply to the trades/units being run under Dual System of Training (DST).

## 8. Provisions for ITI

- i. All affiliated ITIs can run the Craftsmen Training Scheme (CTS) and Dual System of Training (DST) concurrently as separate/exclusive batches. ITIs must ensure that they run exclusive batches of DST for a trade i.e. a DST batch shall have 100% candidates enrolled under DST only.
- ii. ITIs may conduct courses under dual system of training in:
  - a. Vacant units i.e. vacant batches against which no enrollments have been done.

- b. Convert existing unit(s) of regular CTS trade with DST based on availability of candidates willing to enroll under DST and Industry Partner.
  - c. Third shift, if permissible in the State. However, it has to be uploaded on the portal with concurrence by DGT. If a third shift unit has been started under DST without undergoing full affiliation process, then in future such units would be used for DST only.
- iii. ITIs may sign MoUs with multiple Industry Partners to fulfill the required industrial training needs of a batch of trainees, for a particular trade(s). However, they must ensure that in-cases of DST candidates undergoing industry training in more than one Industry, the industry training blocks are synchronized with foundation theory taught in ITI.
- iv. Industry should ensure availability of trade relevant tools, equipment and machinery for 'Industry Training' while signing the MoU.
- v. ITI are encouraged to leverage their Institute Management Committees (IMCs) to have tie-ups with multiple Industry Partners/Associations/Chambers/MSMEs so that the trainees are able to benefit from industry connect.
- vi. The Industry Partner may train the trainee at multiple locations, to train him/her on multiple skills. For e.g. in Automotive Sector, a trainee may be exposed to production/assembly line, repair/service workshop, as well as sales function at a dealership.
- vii. ITIs may also partner with industries/branches of industries outside their state. DGT to facilitate necessary approvals if required for such cases.
- viii. ITIs running DST batches, may have idle training infrastructure while trainees are undergoing 'Industry Training' in a block of three months or more. In such cases ITIs may utilize their idle training infrastructure to:
  - a. Run DGT notified short-term training programmes of 1-3 months duration, for which they may charge reasonable fee from students. In case the ITI is registered under PMKVY, it may run training under same.
  - b. ITIs may also register themselves as BTPs to provide training under NAPS.

## 9. Provisions for Trainees

- i. Aspiring candidates are to be informed about eligibility criteria such as minimum age requirements, minimum educational qualification, health/physical standards, occupational hazards (if any) of the Industry collaborated under DST scheme before batch enrollment by ITI.
- ii. Unwilling or unfit trainees could opt for non DST or regular CTS course before batch allotment subject to availability of regular CTS seat in the ITI.

- iii. Trainees who have appeared for the final annual examination after the completion of DST course duration are eligible for registering as apprentices.
- iv. All successful candidates of DST shall be eligible for CITS.

## 10. Eligibility criteria for Industries

- i. In order to bring more industries under the ambit of DST, the condition of minimum 200 employees being employed by participating Industry has been revised for both engineering and non-engineering trades. These guideline are now further modified as below:
  - a. For an Industry in engineering trades, minimum employees criteria will be 40 (including contractual employees) whereas for non-engineering trades, the Industry Partner should have minimum 6 employees.
  - b. Turnover should be minimum INR 10 lakh per year for the last two years in case of non-Engineering Industry, and minimum turnover should be INR 1 crore per year for the last 3 years for Industry in engineering trades.

S. No.	Parameter	Eligibility criteria (Earlier)		Eligibility criteria (Now)	
		Engineering Trades	Non-Engineering Trades	Engineering Trades	Non-Engineering Trades*
1.	Minimum no. of Employees in the Industry	200	200	40	6
2.	Minimum Turnover of the Industry (in INR)	10 crore/ year (For last 3 years)	10 crore/ year (For last 3 years)	1 crore/ year (For last 3 years)	10 lakhs / year (For last 2 years)

\*Also applicable For Trade Interior Design and Decoration, Architectural Draughtsman

- ii. To ensure quality training under Dual System of Training, Industry Partner signing the MoU should be:
  - a. MSME registered at least for 2 years, OR
  - b. Industry/ establishment having valid registration with the State/ Central authority registered at least for 2 years. Establishments include entities registered with any government/local authorities/ shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State, OR
  - c. Industry Association, Industry cluster, Central & State Sector Industries/Establishments.



## 11. Memorandum of Understanding

- i. MoU drafted in line with these guidelines (refer **Annexure 6** for prescribed format) for DST shall be signed between the Industry and the ITI. The MoU should mention the batch wise trades/ units/ shifts/ numbers of the trainees to be trained in the particular Industry. In case of more than one Industry and/or more than one location, the same should also be mentioned in the MoU.
- ii. The MoU may be signed for a minimum of 3 years in case of engineering trades, and minimum of 2 years for non-engineering trades, which could be extended as per the mutual understanding of the parties i.e. ITI and the Industry partner(s).
- iii. While signing of MoU, the mutually agreed duration of 'Industry Training' (out of the total duration of training as prescribed in syllabus), should be mentioned. Both ITI & Industry Partner are to ensure that the course curriculum is covered as per syllabus, within the given duration of training.
- iv. **Intervention of State Director/DGT may be sought only in case of MoU having any deviation or disagreement from the prescribed guidelines.**
- v. ITI should upload a copy of duly signed MoU(s) on DGT MIS portal.

## 12. Training Process

Roles and responsibilities of ITIs and Industry are as detailed below:

### 12.1. Responsibilities of ITIs

#### A. Before Industry Training

- a. Sign MoU with trade relevant Industry to conduct the training under Dual System of Training.
- b. Ensure that trainees opting for DST are aware of the Industry expectations in terms of eligibility, minimum age, physical fitness, discipline, timings, punctuality and necessity to fulfil such criteria as per industry requirements.
- c. Ensure acknowledgement in writing from all trainees to be enrolled under DST that they have understood the requirements of DST/ Industry Partner as stated above.
- d. Teach trade theory and impart trade relevant foundation practical knowledge.
- e. Conduct part formative assessment, and provide instructions to Industry Partner(s) for conducting the remaining portion of formative assessment
- f. Prepare weekly/block/mixed mode training schedule for industrial training in line with the trade curricula in consultation with all Industry Partner(s) involved.
- g. Monitor the student's progress at the Industry by making visits in regular intervals and ensure that the students are undergoing practical training in relevant areas as per trade syllabus.

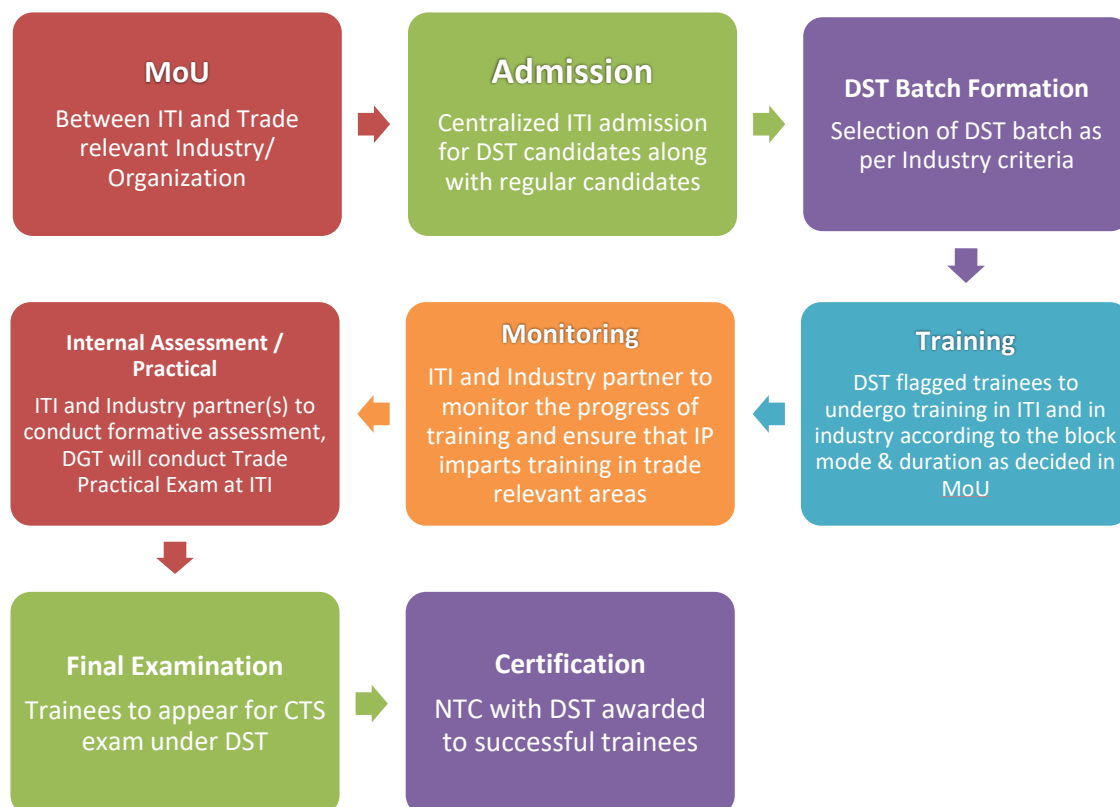
## B. Post Industry Training

- a. Complete remaining portion of Trade theory and practical training before the end of six month /one year/ two year course duration.
- b. Ensure trainees' final attendance record, exam fees deposit, release of admit card, intimation of online exam centre for examination, any other dues and award of final Certification (NTC under DST).
- c. Ensure that part formative assessment by Industry has been conducted and shared with ITI, and upload total formative assessment marks on portal.

### 12.2. Responsibilities of Industry / Organization

- a. Assign trainer(s) responsible for the Industrial training.
- b. Follow DST scheme trade curriculum and the schedule for industrial training prepared by ITI.
- c. Ensure that 'Training Progress Diary' is maintained as per the schedule requirements.
- d. Provide on-job training in trade relevant domain skills.
- e. Allocate and supervise the trainee on trade relevant project, tasks or job.
- f. Assess part formative assessment and share corresponding marks with the ITI for uploading on portal.
- g. Provide health and safety facilities to the trainees as available for the workers of the Industry. In case of hazardous industries, before signing the MoU for DST, Industry is required to disclose the conditions such as minimum age and level of medical fitness (e.g. colour blindness) etc. as per the industrial safety norms applicable in the Industry. Also, ensure that trainee is informed about the health and safety facilities available to them.
- h. Record and submit attendance of trainee to the ITI for the period of training at the Industry.

## The process flow in the Dual System of Training



### 13. Clarification on NAPS

- Dual System of Training has been delinked from NAPS, DST trainees will not be reimbursed under NAPS and their examination shall be conducted as per DST guidelines since they would be obtaining NTC certificate and not NAC certificate.
- Industry may pay reasonable stipend to the trainees through Direct Benefit Transfer (DBT).
- For all the existing and earlier batches enrolled under DST scheme wherein MoU was signed before the date of issue of latest guidelines (i.e. enrolled in 2016, 2017, 2018 as per earlier guidelines), stipend paid by Industry Partner under NAPS is to be reimbursed in accordance with the prevailing guidelines of that time(i.e. NAPS linkage).

## 14. Rights of Competent Authorities

- i. State and DGT officials have the rights to verify the infrastructure at the ITI/Industry and to monitor the progress of the training, as per guidelines issued by DGT from time-to-time.
- ii. DGT, MSDE reserves the right to modify the terms and conditions for ITI/Industry from time to time and such modified terms shall be binding on the ITI/Industry.

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