

SOUTH CENTRAL RAILWAY

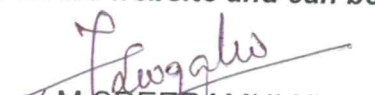
Headquarters Office,
Personnel Department/SC
Dated: 16-02-2012

No. SCR/P-HQ/Ruling/O/946
No. P[R]563/X

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR No. 16/2012

Copy of Board's letter No.E[NG]II/2005/RR-1/7 dated 01.02.2012 is forwarded for information, guidance and necessary action. Board's letter dated 27.12.2006 quoted therein was circulated under SC No. 03/2007. ***This circular is also available on the website and can be accessed at the address www.scr.indianrailways.gov.in.***


(M.SREERAMULU)
SPO/Rules
For Chief Personnel Officer

Copy of Board's letter No. E[NG]II/2005/RR-1/7 dated 01.02.2012 [RBE No.16/2012]

Sub: Recognition of Certificate /Qualification of ITI upgraded as Centre of Excellence [COE] and its acceptance for the purpose of employment in Railways.

***Ref: [i] Board's letter of even number dated 27.12.2006 [RBE No. 196/2006]
[ii] Ministry of Labour & Employment's Gazette Notification dated 07.11.2007, 21.7.2010 and 7.09.2010 [enclosed]***

The proposal for recognition of certificate/qualification imparted by Industrial Training Institutes [ITIs] upgraded as Centre of Excellence [COE] under the scheme envisaged by Directorate General of Employment & Training [DGET], Ministry of Labour & Employment and acceptance of the same for the purpose of employment on the railways has been under examination of this Ministry.

2. It has now been decided by the Board that apart from the list of trades obtained under Craftsman Training Scheme from Industrial Training Institutes [ITIs] circulated under reference [i] above, certificates of BBBT [Broad Based Basic Training] and Advance Modules obtained from ITIs upgraded as Centre of Excellence, in the trades contained in Gazette Notifications referred to [ii] above, may be accepted for posts wherever ITI has been prescribed as a direct recruitment qualification.

3. Cases of recruitment already finalized need not be reopened. However, in the cases where recruitment has not yet been finalized, instructions may appropriately be adhered to.

Sd/-
[Harsha Dass]/JDE[N]II

Back Ref.	INDEX No. 1063 RECRUITMENT RULES	S.C. No.
03/07	<u>Recognition of Certificate /Qualification of ITI upgraded as Centre of Excellence [COE] and its acceptance for the purpose of employment in Railways:-</u> Board have decided that certificates of Broad Based Basic Training [BBBT] and Advance Modules obtained from ITIs upgraded as Centre of Excellence in the notified trades, may be accepted for posts wherever ITI has been prescribed as direct recruitment qualification. Cases of recruitment already finalized need not be reopened.	16/2012

Copy of Notification F.No.DGET-23[5]/3005/2006-AP dated 7th November, 2007 issued by Ministry of Labour and Employment, Directorate General of Employment and Training published in The Gazette of India – Extraordinary Part-II Section 3[i]

G.S.R. 696 [E] – In exercise of the powers conferred by Sub-section [i] of Section 37 of the Apprentices Act, 1961 [52 of 1961], the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely:-

1. [1] These rules may be called the Apprenticeship [Seventh Amendment] Rules, 2007.

[2] They shall come into force on the date of their publication in the Official Gazette.

2. In the Apprenticeship Rules, 1992, in Schedule I, after Group No. 34 and the entries relating thereto, the following shall be inserted, namely:

1	2	3	4	5	6	7	8
Group No.35 Centre of Excellence Trades Group:							
1	Mechanic Automobile [Advance Petrol Engine.]	7233.22	1:2	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Servicing and Overhauling of Automobiles [Petrol]	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
2	Mechanic Automobile [Advance Diesel Engine.]	7233.24	1:2	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Servicing and Overhauling of Automobiles [Diesel]	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
3.	Mechanic Auto Electronics	7242.10	1:2	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Auto Electrical, Auto Electronics and Air-Conditioning in Automobiles.	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
4	Mechanic [Denting, Painting & Welding]	7142.20 7213.30	1:2	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Denting-Painting and Welding	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

5	TIG/MIG Welder	7212.10 7212.20 7212.30 7212.65 8231.35	1:3	Two years	Broad Based Basic Training in Fabrication [Fitting and Welding] Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in TIG/MIG Welding	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
6	Structural Welder	7212.10 7212.20 7212.30 7212.65 8231.35	1:3	Two years	Broad Based Basic Training in Fabrication [Fitting and Welding] Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Structural Welding	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
7	Welder [Pipe and Pressure Vessels]	7212.10 7212.20 7212.30 7212.65 8231.35	1:2	Two years	Broad Based Basic Training in Fabrication [Fitting and Welding] Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Pressure Vessels and Pipe Welding	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
8	Chemical Laboratory Assistant	3111.30	1:2	Two years	Broad Based Basic Training in Chemical Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Laboratory Assistant	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
9	Advance Mechanic [Instruments]	7311.10 7311.30 7241.10	1:2	Two years	Broad Based Basic Training in Chemical Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Instruments Mechanic	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
10	CAD-CAM Operator-cum-Programmer	3121.20	1:2	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in CAD/CAM	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
11	Advance Welder	7212.10 7212.20	1:2	Two years	Broad Based Basic Training in	One year	Passed 10 th class

		7212.30 7212.65 8231.35			Production and Manufacturing Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Advanced Welding	and six months	examination under 10+2 system of education or its equivalent.
12	Jigs and Fixtures Maker	7222.30	1:2	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Manufacturing of Jigs and Fixtures	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
13	Quality Assurance Assistant	3152.90	1:2	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Quality Engineering	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
14	CNC Programmer-cum-Operator	3121.20	1:3	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in CNC Machining	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
15	Operator PLC System	8211.90	1:2	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in PLC and Automation	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
16	Mechanic Electrical Domestic [Appliances]	7233.58	1:2	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Repair and Maintenance of Domestic Appliances	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

17	Mechanic [HT,LT Equipments and Cable Jointing]	7245.20	1:2	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Operation and Maintenance of Equipments used in HT, LT Sub-station and Cable Jointing	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
18	Mechanic [Electrical Power Drives]	7241.20 7242.10	1:2	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Repair and Maintenance of Electronic Test Equipment	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
19	Mechanic [Embedded Systems and PLC]	8211.90	1:2	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Embedded Systems and PLC	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
20	Mechanic Power Electronics [Inverters, UPS, and Maintenance of Drives]	7241.10 7242.10	1:2	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Inverters, UPS, Voltage Stabilizer and Industrial Drives	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
21	Mechanic [DTH and other Communication]	7243.10 7244.20	1:2	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Communication System	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
22	Mechanic [Domestic, Commercial Refrigeration and Air Conditioning Machines]	7233.50	1:2	Two years	Broad Based Basic Training in Refrigeration and Air Conditioning Sector under Centre of Excellence Scheme and Advance module	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

					of Centre of Excellence Scheme in Domestic, Commercial Refrigeration and Air Conditioning		
23	Mechanic [Central Air Conditioning Plant, Industrial cooling and Package Air-conditioning]	8281.25 8169.30	1:2	Two years	Broad Based Basic Training in Refrigeration and Air Conditioning Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Central Air Conditioning Plant, Industrial cooling and Package Air-conditioning.	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
24	Mechanic [Cold Storage, Ice Plant and Ice candy Plant]	7413.50	1:2	Two years	Broad Based Basic Training in Refrigeration and Air Conditioning Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Cold Storage, Ice plant & Ice Candy Plant.	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
25	Computer Aided Pattern Maker	7220.80 7422.38 7434.20 7435.10 7442.16	1:2	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Computer Aided Pattern Making	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
26	Fashion Designing Assistant	3471.40	1:2	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Fashion Designing	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
27	Shirts and Trousers Maker	7433.25 7433.30	1:4	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advance module of Centre of Excellence Scheme in Shirts and Trousers	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

Note: The principal rules were published in the Gazette of India vide number G.S.R. 356, dated the 1st August, 1992 and last amended vide number G.S.R. 576[E], dated the 6th September, 2007.

Copy of Notification F.No.DGET-2[2]/2009-AP dated 21st July 2010 issued by Ministry of Labour and Employment, Directorate General of Employment and Training published in The Gazette of India – Extraordinary Part-II Section 3[i]

G.S.R. 609 [E] – In exercise of the powers conferred by Sub-section [i] of Section 37 of the Apprentices Act, 1961 [52 of 1961], the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely:-

1. [1] These rules may be called the Apprenticeship [Second Amendment] Rules, 2010.
- [2] They shall come into force on the date of their publication in the Official Gazette.
2. In the Apprenticeship Rules, 1992, in Schedule I, under Group No. 35 after serial No. 27 and the entries relating thereto, the following shall be inserted, namely:

1	2	3	4	5	6	7	8
28	Mechanic [Non-conventional Power Generation, Battery and Inverter.]	8282.10	1:5	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Non-conventional Power Generation, Battery and Inverter.	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
29	Mechanic[Repair and Maintenance of instruments used in Electrical Engineering]	7241.10	1:5	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of instruments used in Electrical Engineering	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
30	Extrusion Machine Operator [Plastic]	8232.20	1:3	Two years	Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Extrusion Process	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
31	Injection Moulding Machine Operator	8232.25	1:3	Two years	Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Injection Moulding Process	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
32	Blow Moulding Machine Operator	8232.35	1:3	Two years	Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Blow Moulding Process	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

1	2	3	4	5	6	7	8
33	House keeper [Hotel]	5121.10	1:5	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Accommodation Operation /House Keeping	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
34	Assistant Front Office Manager	5121.25	1:5	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Front Office Management	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
35	Apprentice Food Production [Cookery]	5122.20	1:5	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Food Production [Cookery]	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
36	Apprentice Food and Beverage Service [Stewardship]	5123.20	1:5	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Food and Beverage Service [Stewardship]	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
37	Computer and Peripherals Hardware Repair and Maintenance Mechanic	3114.10 5220.25	1:4	Two years	Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Hardware of Computer and Peripherals.	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
38	Computer Networking Technician	4122.10 4112.20 4113.35	1:4	Two years	Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Computer Networking	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
39	Multimedia and Web Page Designer	4113.30	1:4	Two years	Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Multimedia and Web Page Designing	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
40	Process Plant Operator	8152.10	1:3	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Operator Chemical Plant	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

1	2	3	4	5	6	7	8
41	Utility Operator	8161.30	1:3	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Operation & Maintenance of Boiler and Steam Turbine.	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
42	Maintenance Mechanic	8159.79	1:3	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Mechanical Maintenance of Process Plant	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
43	Electrical Mechanic	7241.20	1:3	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Electrical Maintenance of Process Plant	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
44	Instrument Controller	7241.10	1:3	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Electronic & Instrument Maintenance of Process Plant	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
45	Technician Fabricator	7212.30	1:3	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Fabrication and Designing of Steel Structure.	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

[F.No. DGET-2[2]/2009-AP]

Sharada Prasad, Director General/ Jt. Secy.

Note: The Principal rules were published in the Gazette of India vide No. G.S.R. 356 dt. 1st August, 1992 and last amended vide number G.S.R... 507 [E], dated the 16th June, 2010.

Copy of Ministry of Labour and Employment [DGE&T]'s Notification issued under F.No.DGET-2[1]/2010-AP dated 07. 09.2010, published in Part II, Section 3, sub-section[i] of the Gazette of India

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G.S.R. 734[E]- In exercise of the powers conferred by sub-section [1] of section 37 of the Apprentices Act, 1961 [52 of 1961], the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely:-

1. [1] These rules may be called the Apprenticeship [Third Amendment] Rules, 2010.
[2] They shall come into force on the date of their publication in the Official Gazette.
2. In the Apprenticeship Rules, 1992, in the Schedule I, -

[i] under Group No. 20, after serial number 5 and the entries relating thereto, the following shall be inserted, namely:-

1	2	3	4	5	6	7	8
"6	Florist and Landscaper	2213.20	1:5	One Year	Florist and Landscaping	Six Months	Passed 12 th class examination under 10+2 system of education with Biology or its equivalent.

[ii] under Group No.23, after serial number 4 and the entries relating thereto, the following shall be inserted, namely:-

1	2	3	4	5	6	7	8
"5	Mechanic Communication Equipment Maintenance	7244.20	1:5	Two years	1. Mechanic Communication Equipment Maintenance 2. Mechanic Radio and T.V. 3. Mechanic cum Operator Electronic Communication System	One year One year One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
6.	Mechanic Radio and T.V.	7243.70	1:5	Three years	Mechanic Radio and T.V.	Two years	Passed 10 th class examination under 10+2 system of education with Science as one of the subject or its equivalent.

(iii) under Group No. 31, after serial number 5 and the entries relating thereto, the following shall be inserted, namely:-

1	2	3	4	5	6	7	8
"6.	Mechanic Medical Electronics	7243.30	1:5	Three years	Mechanic Medical Electronics	Two years	Passed 10 th class examination under 10+2 system of education with Mathematics and Science or its equivalent.
7.	Mechanic Consumer Electronics	7243.10	1:5	Three years	Mechanic Consumer Electronics	Two years	Passed 10 th Class examination under 10+2 system of education with mathematics and Science or its equivalent".
8.	Mechanic Mechatronics	7243.10	1:5	Three years	Mechanic Mechatronics	Two years	Passed 12 th class examination under 10+2 system of education with Physics, Chemistry and Mathematic or its equivalent.

(iv) under Group No. 35, after serial number 45 and the entries relating thereto, the following shall be inserted, namely:-

"46	Mechanic Radio, Audio, Video System and Appliances	7243.70 7243.90	1:3	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Radio, Audio, Video System and Appliances	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
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47.	Mechanic Repair and Maintenance of Electronics Test Equipment	7243.10	1:3	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Electronics Test Equipment	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
48.	Mechanic Automobile Electronics	7231.10	1:3	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Automobile Electronics	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
49.	Mechanic Mechanical Maintenance (Industrial Automation)	7233.38	1:3	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Mechanical Maintenance for Automation	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
50.	Mechanic Electrical Maintenance (Industrial Automation)	7241.70	1:3	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Electrical Maintenance for Automation	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.
51.	PLC Operator	7233.38	1:3	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Automation and PLC	One year and six months	Passed 10 th class examination under 10+2 system of education or its equivalent.

(v) After Group No. 35 and the entries relating thereto, the following shall be inserted, namely:-

"Group No. 36- Hospitality Trades Group:							
1	2	3	4	5	6	7	8
1.	Tourist Guide	5113.20	1:7	One year	Tourist Guide	Six months	Passed 12 th class examination under 10+2 system of education or its equivalent.
2.	Old Age Care Taker	5131.20	1.5	One year	Old Age Care	Six months	Passed 8 th class examination from recognized School or its equivalent

(vi) After Group No. 36 and the entries relating thereto, the following shall be inserted, namely:-

1.	2	3	4	5	6	7	8
"Group No. 37-Office Management Trades Group:							
1.	Secretarial Assistant	4115.10	1.5	One year and six months	1. Stenography (English) 2. Secretarial Practice	One year One year	Pass 12 th class examination under 10+ 2 system of education or its equivalent
2.	Stenographer (English)	4111.10	1:5	One year and six months	Stenography (English)	One year	Passed 12 th class examination under 10+2 system of education or its equivalent.

[F.No.DGET-2(1)/2010-AP]

ANIL SWARUP, Director GENERAL/ Jt. Secy.

Note: The principal rules were published in the Gazette of India, vide number G.S.R. 356, dated the 1st August, 1992 and last amended vide number G.S.R. 609(E), dated the 21st July.2010.
