



**व्यावसायिक और तकनीकी शिक्षा के लिए राष्ट्रीय केंद्र**  
**NATIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION**  
In associated with NCVTE Council for Vocational and Technical Education,  
An Autonomous, NCT New Delhi, Incorporated with Government of India,  
(Erstwhile) In collaboration with under a scheme of MHRD, GOVERNMENT OF INDIA.

**Institutional Member Registration Form**

**Personal Information**

Name of Applicant :

Age :

Residence Address :

District and State :

Nationality :

Phone Number (Land Line) :

Mobile Number :

Email ID (if any) :

**Institution Information**

Institution Name :

Institution Address :

District and State :

Phone Number (Land Line) :

Mobile Number :

Email ID (if any) :

**Facilities and Infrastructure**

Details of Facilities and Infrastructure available .....

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(Attach separate sheets and documentary proof)

Details of Courses to be conducted by the Applicant Agency.....

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Whether trainers / resource persons are available ? .....

.....

.....

(Provide names of Expert Trainers and Resource Persons)

# NATIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION APPROVAL PROCESS CHART

**Step 1:** Download approval application

**Step 2:** Fill up the Application completely and send it to Central Programme Office, Shakarpur,  
New Delhi - 110 092.INDIA

**The following documents are to be enclosed with the approval application :**

1. For Sector Courses, Demand Draft/Cash Deposit/Online Transfer of Rs.25,000/- in favour of (NATIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION ) DD can be taken from any Nationalized Bank.
  2. All documents mentioned in franchisee form.
  3. Photograph of infrastructure facilities like building, class rooms, and other facilities.
- Note: Cheques are not accepted.

**Step 3:** Scrutiny of application by the Approval Committee and inspection (Online/Offline) of the Institution. No need to pay any extra charges. Inspection Committee Member should be treated well. Printed MOU will be sent to the institute with Temporary Approval. The Institution can start the courses by placing advertisement.

**Step 4:** Signed MOUs should be send to NCVTE Programme Office, New Delhi, India along with the copy of the prepared advertisement matter.

**Step 5:** Approval Certificate along with signed MOU will be sent to the Institution.

**Step 6:** All Advertisement Material shall be approval from NCVTE programme office, new Delhi

**Step 7:** The Institute should follow the "Academic Year Chart" strictly. (See After Approval what to do in the Home Page)

**Note:**

1. In step 2, the correspondent can select all courses from a single Sector.
2. If the management wants to run courses from more than one sector, another Rs. 25,000/- should be paid. For each sector, separate application should be used.
3. Sector Detail will get from course page In website.

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Date :

Signature of Applicant & Seal

## UNDERTAKING

We are keen to establish the NATIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION Vocational Training Center and if selected we will leave no stone unturned to make this project a grand success. We also certify that the information furnished above are true the best of my knowledge and belief.

Date :

Signature of Applicant

### List of Documents to be attached.

1. Attested Copy of School / College / Institution / Centre Documents.
2. Attested Copy of Firm, Society, NGO etc.
3. Building & Infrastructure Photographs.
4. Blue Print of Institute Building.
5. Photographs of Centre Head or Member/Partner (PP Set, 4X6 & Group )
6. ID Proof like. Pan Card / DL / Voter Card/ Adhaar Card / Passport. Etc

  
  
  
  
  
  

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Date :

Signature of Applicant & Seal