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DEPARTMENT OF HOME

(YOUTH EMPOWERMENT SUPPORT)

CTA, GANGKYI, DHARAMSHALA, H.P., INDIA

Phone: 01892-222412/222214, Fax: 01892-225065, e-mail: <yes@tibet.net>

- I Course Name : SECRETARIAL PRACTICE**
Duration : 18 months (Inclusive of 6 months industrial training / "On the Job" Training)
Eligibility : Class XIIth Pass

Course Introduction : Secretarial Practice (English) is an executive and administrative vocational trade. The duration of trade is one year with two semesters of six months each. The trade course comprises mainly short hand, typewriting, Secretarial services, general English, business correspondence, general knowledge, current affairs and other administrative processes. There are many ITIs in the country offering this trade due to its good job scope in administration both government and private sectors.

Scope : On successful completion of scheduled two year training students will be able to work as:
- Secretaries in Tibetan settlement office & Sponsorship Secretary,
- Front office in hotels & Secretaries in NGOs.

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- II Course Name : FOOD PRODUCTION GENERAL**
Duration : 20 months (Inclusive of 6 months industrial Training / "On the job" Training)
Eligibility : Class XIIth Pass

Course Introduction : Craftsmen Food Production (General) is a professional food making /production trade. The duration of the course is one year with two semesters with six months duration each. During the trade students are introduced to various techniques of food making and its preservation. The trade covers general aspects of food making. There are many ITIs in the country providing trade due to its importance in today's food making industries. They are also taught of kitchen organization responsibilities and functions of each category of staff working in kitchen interrelation between the staff of kitchen with bakery and other departments. Trade is career orienting in nature which opens many jobs in various sectors.

Scope :
- Assistant cooks in star hotels & resorts,
- Chefs in smaller restaurants,
- Set up own outlets / catering unit.

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- III Course Name : BAKERY & CONFECTIONERY**
Duration : 20 months (Inclusive of 6 months industrial Training / "On the job" Training)
Eligibility : Class Xth Pass

Course Introduction : Baker & Confectioner Trade is a non-engineering professional course with one year duration and having two semesters of six months each. The Trade course teaches students to respond to customer requirements, environmental constraints and commercial pressures. During the course there are many other aspects of the confectionery told to them. The course is very valuable as there are many career aspects after its successful passing both in private and government run hotels and the like other places. The duration of the course is one year with two semesters. There are many ITIs in the country offering this trade.

Scope :

- Assistant bakers in star hotels & resorts,
- Bakers / Confectioners in chain bakery outlets,
- Set up own bakery shop.

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- IV Course Name : FOOD & BEVERAGE SERVICE**
Duration : 20 months (Inclusive of 6 months industrial Training / "On the job" Training)
Eligibility : Class Xth Pass

Course Introduction : Steward is a restaurant serving vocational trade. The duration of trade is one year with two semesters of six months each. Students are taught to various topics during class teachings such as how to ensure/provide proficient and professional food and beverage service to the guests by meeting and also exceeding their expectations; welcome the guests by greeting them as per the standards; oversee the functioning of front office department or any other department in the Club when necessitated by circumstances and as mandated by the general manager, etc. The trade is career orienting in nature that opens many jobs for them in hospitality sector. There are many ITIs offering it due to its huge importance.

Scope :

- Assistant stewards in star hotels & resorts,
- Seward / Hostesses in Speciality restaurants,
- Stewards in licensed bars & restaurants.

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- V Course Name : SPA THERAPY**
Duration : 18 months (Inclusive of 6 months training / "On the job" Training)
Eligibility : Class Xth Pass

Course Introduction : SPA Therapy course covers Physiotherapy as well as hair & skin care training. Physiotherapy Technician is a human anatomy and physiology vocational trade. The duration of trade is one year with two semesters of six months each. During class, students are introduced to so many topics like some of them revealed as how to assess patient health by interviewing patients; performing physical examinations; obtaining, updating, and studying therapy histories; assess abnormal conditions by reviewing physical therapist's interpretations of patient evaluations and test results; documents patient care services by charting in patient and department records; perform therapeutic procedures by administering manual exercises; instructing, encouraging, and assisting patients in performing physical activities such as non-manual exercises, ambulatory functional activities and daily-living activities; and in using supportive devices, such as crutches, canes, prostheses and the like others. Apart from that, students also gets to cover topics like personality development and reception, anatomy and physiology, hair care scalp massage and shampooing, hair cutting and styling, colouring and perming; skin care - manicure and pedicure, facial massage and make up, superficial hair removal and eye- brow shaping, bleaching, etc.

Scope :

- Therapist in Standard hotels & Health Care Resort.
- Spa trainer with further training & experience.
- Can become Physiotherapist.

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- VI Course Name : BASIC COSMETOLOGY**
Duration : 18 months (Inclusive of 6 months industrial Training / "On the job" Training)
Eligibility : Class Xth Pass

Course Introduction : Hair and Skin Care is a health care vocational trade. The duration of trade is one year with two semesters of six months each. There are many topics covered in it such as personality development and reception, anatomy and physiology; hair care - scalp massage and shampooing, hair cutting and styling, colouring and perming; skin care - manicure and pedicure, facial massage and make up, superficial hair removal and eye- brow shaping, bleaching, etc. After passing trade, they have so many career options in saloons, beauty care centers and self-employment.

Scope :

- He / She can work in standard parlours / resorts.
- Beauty therapist.
- Set up own beauty salon.

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- VII Course Name : WIREMAN ELECTICIAN**
Duration : 27 months (Inclusive of 3 months industrial training for eligible candidates)
which is extendable to 6 months
Eligibility : Class VIIIth Pass

Course Introduction : Wireman is an electrical engineering vocational trade. The duration of trade is two years with four semesters of six months each. The syllabus for trade mainly comprises topics like how to repair and replace wiring and electrical systems in houses and factories; prepare the grounding system and connect wiring to the structure; install wiring, security and fire-protection systems; install lighting fixtures and troubleshoot electrical systems; read a variety of meters to check current values and the amount of current being sent or received and the like others. Trade is good from job point of view and self-employment as it opens many opportunities in various fields. There are many ITIs offering this trade in the country.

- Scope :**
- Maintenance Technicians / in charge in Industries / organization,
 - Set up own electrical trading shop,
 - Set up repairing shop,
 - Domestic & Industrial Wiring,
 - Solar Energy Technician & etc.

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- VIII Course Name : MECHANIC MOTOR VEHICLE**
Duration : 27 months (Inclusive of 3 months industrial training for eligible candidates)
which can be extendable to 6 months
Eligibility : Class Xth Pass

Course Introduction : It is a mechanic motor vehicle trade. The duration of trade is two years with four semesters of six months each. In this trade, students are taught about skills like servicing, repairing and major overhauling of motor vehicle like Scooter/Motor Cycle, Cars, Trucks and Buses; maintain all type of vehicles by work of suspension, transmission, brakes, steering work, basic electrical and electronic work; fault diagnosis's petrol/diesel engines including MPFI engine, engine fitted with point of view as it opens many career fields for them at various places.

- Scope :**
- Can work as Assistant mechanics in transport workshop or PWD,
 - Technicians in Auto based Industries,
 - Mechanics/Technicians in Auto workshop in our community,
 - Drivers for Govt. & Private Firms,
 - Set up their own workshop / garage.

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- IX Course Name** : **CARPENTER / TECHNICAL**
Duration : **27 months** (Inclusive of 3 months industrial training for eligible candidates)
which can be extendable to 6 months
Eligibility : **Class VIIIth Pass**

Course Introduction : Carpenter Trade is a small scale craftsman course. The duration of the Trade is one year and having two semesters with six months each. During this carpentry skilled trade, students are studies about the things like cutting, shaping and installation of building materials during the construction of buildings, ships, timber bridges, concrete formwork and the like. The trade is career orienting in nature as also it looks like. After passing it successfully students have so many job options including self-employment, the best one ever. Student's willing for higher studies can also go for it as it enhances their job scopes.

- Scope**
- As Carpenters in carpentry shop,
 - Set up own Carpentry / Repairing shop,
 - Welding technician in industries,
 - Can set up own fabrication workshop,
 - Assistant plumber in hotels / industries,
 - Plumber in our own community.