



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION
Headquarters, Plot # 38, Kirthar Road, Sector H-9/4, Islamabad
P: +92-51-9265695, F: 051-9206638, www.nvttc.gov.pk



No. 3(5)2024/R-A-Rwl/Inst — 137

Islamabad 20th August 2024

Subject: **REGISTRATION & AFFILIATION RENEWAL NOTICE FOR ALL REGISTERED INSTITUTES UNDER THE NATIONAL TRAINING BUREAU (NTB)/NAVTTTC.**

With reference to the subject cited above, the competent authority has instructed the announcement of renewal guidelines for all institutes previously registered with the National Training Bureau NTB (defunct)/NAVTTTC, whose registrations are due to expire between August 2024 and December 2024. All registered institutes are required to carefully review the instructions and apply for registration renewal according to the newly approved NAVTTTC framework.

2. Under the National Training Ordinance-1980, the National Training Bureau (NTB) was responsible for the registration & affiliation of institutes, and managed trade testing and certification of the trainees nationwide. With the repeal of the 1980 ordinance, these functions were transferred to NAVTTTC under the NAVTTTC Act-2011, amended in 2021. The NAVTTTC Board of Management (BoM) established the Registration & Affiliation Section to manage these functions and transformed the Certification Section into the National Trade Testing Board (NTTB), which now handles the functions of the former National Training Bureau. These changes were formalized during the 26th NAVTTTC BoM meeting on September 1, 2023, and both sections now operate independently under the A&C wing of NAVTTTC HQs.

3. The NAVTTTC has revised the registration and affiliation fee as follows, and all institutes previously registered with NTB NAVTTTC must apply for registration and affiliation separately: To streamline and verify the authenticity of the institutes, all institutes with registrations expiring from August 2024 to December 2024 are directed to apply for renewal of their registration with the revised fee between August 22nd, 2024, and September 30th, 2024. Following registration renewal, institutes must then apply for the renewal of their affiliation as per the new NAVTTTC procedures.

Fee Structure:

For institute registration and renewal		
Type of Fee	Existing (PKR)	Revised
Registration Fee	25,000	50,000 (Once)
Renewal Fee (Per Trade)	5,000	10,000 (Annual)
For institute affiliation and renewal		
Fee	Existing (PKR)	Revised
Affiliation Fee	25,000	50,000 (Once)
Renewal Fee (Per Trade)	5,000	10,000 (Annual)

Application Process:

- 1) Apply for renewal of registration at (<http://register.navttc.gov.pk>).
- 2) Complete the profile and download the application along with the challan form.
- 3) Pay the fee into the "NAVTTTC-Fund" at account number "IBAN No: PK40NBPA1732004001509626" at the National Bank of Pakistan, M SECTT Branch, Islamabad.
- 4) Attach all required documents with the downloaded application and the original paid challan form.
- 5) Dispatch the renewal application to the Director (R&A) Section, A&C wing, NAVTTTC HQs, Islamabad.

4. Institutes that fail to apply for renewal within the stipulated time will be deemed uninterested and non-existent at the registered location and their registration should be treated as withdrawn/cancelled. Only those institutes that apply for renewal will be processed accordingly.

5. This issues with the approval of Executive Director NAVTTTC, please


Shahzad Ahmad
Director (R&A)

All registered institutes

C.C

PS to Executive Director NAVTTTC HQs Islamabad.

PA to Director General (A&C) Wing NAVTTTC HQs Islamabad.

The Director (NSIS) NAVTTTC HQs, Islamabad (request to upload on NAVTTTC official website for institutes awareness/information)