



APPLICATION FORM FOR REGISTRATION OF TRADE TESTING CENTER WITH NAVTTTC

Profile of Trade Testing Center

1. Contact Details

1. Name of the Trade Test Center: _____
2. Postal Address: _____
3. City: _____ Province: _____
4. Telephone no(s): _____
5. Fax No.: _____ E-mail: _____
6. Date of Establishment: _____

2. Registration Details

- a. Name of Registration Authority: _____
- b. Date Registration Awarded: _____
- c. Period for which registration awarded: _____
- d. Detail of Registered Programs (see table below)
- e. No registration _____

3. Detail of Trade Testing conducted:

Sr. #.	Name of Program	Duration of Program	Approved Capacity	Annual enrollment since time of establishment	Annual Pass out	Mode of Assessment- CBT/Conventional	Annual Placement of Passed out

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4. Detail of Assessment Center

A. Detail of Assessment Labs

S#	Name of Trade/field	Available equipment	Number of equipment	Name of lab	Location

B. Detail of Labs/Workshops for assessment of each Program/trade/field (along with list of major equipment and training consumables for each Lab)

(use separate page if required)

5. Detail of Permanent Assessors/Trainers

Sr.#	Name	Qualifications	Designation	Date of Employment	Experience along with detail of assessment certification

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6. Detail of assessment Lab staff

Srl.	Name	Qualifications	Designation	Date of Employment	Experience along with detail of assessment certification

7. Detail of Admin Staff

Sr. #.	Name	Qualifications	Designation	Date of Employment	Experience

8. Documents to be attached

- a. Copy of Certificate of Registration issued by the concerned authority
- b. Building Plan duly approved by concerned civic body i.e. LDA, RDA, and TMA etc.
- c. Copy of Accreditation Certificate (s), if applicable.

9. Applicant (Authorized Representative)

- a. Name: _____
- b. Designation: _____
- c. Signature: _____
- d. Dated: _____