



SINDH TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY (STEVTA)

**TRADE TESTING BOARD**

GOVERNMENT OF SINDH

VTI Campus, Block-C, Al-Haidery, North Nazimabad, Karachi

E-mail: [secretary@sindhffb.gov.pk](mailto:secretary@sindhffb.gov.pk) Web site: [www.sindhffb.gov.pk](http://www.sindhffb.gov.pk)

PH# 021-99260233



# **APPLICATION FORM**



## **FOR AFFILIATION OF PUBLIC** **& PRIVATE INSTITUTES /** **CENTERS .**

**Cost of Form Rs. 500/-**

## INSTRUCTIONS FOR AFFILIATION.

1. Private sector institute, Providing Vocational and Technical Trainings not more than two years, all over Sindh province and maintaining good training environments are eligible to apply for affiliation with Trade Testing Board Sindh, after getting the registration form **STEVTA**.
2. Each question in the **Proforma** should be answered in clear and definite language.
3. The Proforma should be properly and completely filled by the head of the institute.
4. The given information shall be examined as per criteria / conditions made in light of Rules framed under TTB Sindh.
5. The authorized person /. Team shall conduct monitoring of the observance of the criteria / conditions from time to time and if any deficiency found shall be dealt in accordance with the prescribed Rules / policy.
6. When an institute desire to add to the courses of instruction other than those already recognized, the procedure prescribed for recognition shall be followed.
7. Institute shall ensure 85% attendance of the students and make available the records for inspection team of the TTB Board every time.
8. Institute shall not be shifted from one building to another building or premises without explicit permission of the TTB Board.
9. The institute other than the institute / training centres of Directorate of Vocational Training Wing shall submit the application, pay the prescribed fees for / affiliation with the Trade Testing Board, Sindh and adhere to the following Terms & Conditions.
10. The institute shall be affiliated for calendar year after the recommendation of the inspection committee constituted by the T.T.B Sindh.
11. The institute shall apply for renewal of affiliation a month before the expiry of affiliation period on the fresh application with prescribed fee.
12. The registered institute may release the advertisement in the newspaper with prior approval of the contents form the Secretary.
13. The affiliated institute cannot announce the new courses without approval of the T.T.B Sindh.
14. The Board reserves the right to cancel the affiliation of any institute at any time without assigning any reason.
15. The institute shall be treated as defaulter institute if it deviates from standards of the T.T.B Sindh, fails to clear the outstanding dues or could not admit the Trainee in the approved courses in last calendar year without any justification to the satisfaction of the Board.
16. The Board may consider the case for the renewal of defaulter institute on written explanation containing justification on the satisfaction of the T.T.B Sindh.
17. The institute shall inform the Board for change of premises or faculty, in such case the said institute shall be Re-inspected by the committee before the introducing the courses.
18. In case of change of name of institute, fresh registration Certificate with new name from STEVTA will be required.
19. The affiliation department is responsible to process the application for affiliation with in the 15 days and to inform the applicant about the processing.
20. Approval or disapproval of the affiliation shall be decided in the light of submitting documents and evidence provided by the institute by the Board committee.
21. Affiliation fees payment advice may be sent to the institute through official letter.
22. Affiliation Certificate may be sent to the institute through TCS.
23. Applicant / Owner bound to inform TTB in case of change of Principal / Incharge with detail profile and specimen signature.

**1. DOCUMENTS TO BE SUBMITTED WITH THE PROFORMA FOR AFFILIATION / RENEWAL OF AFFILIATION.**

<b>S. NO</b>	<b>Document (Mandatory)</b>	<b>Please Tick attached Document</b>		
01	Copy of STEVTA Registration Certificate If in process please attached proof.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In process
02	Copy of National identity card of the Applicant / Partner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
03	Proof of Building possession e.g. Copy of Rent agreement / If Govt. Building only detail of Building requires.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
04	Line Plan / Map of the Building	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
05	Copy of Utility Bill	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
06	Curriculum/Contents of the courses likely to be affiliated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
07.	Copy of the appointment letter of staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
08.	Educational & experience testimonials of staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
09	Picture of the institutes, lab/workshop/classroom	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



# SECTION-‘A’

PHOTO

## 2. Applicant Profile

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CNIC #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Land Line #: \_\_\_\_\_ WhatsApp #: \_\_\_\_\_

E-mail: \_\_\_\_\_

PHOTO

## 3. Partner Profile (if Applicable)

Name of Partner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CNIC #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Land Line #: \_\_\_\_\_ WhatsApp #: \_\_\_\_\_

E-mail: \_\_\_\_\_

PHOTO

## 4. Principal Profile

Name of Head of Institute / Principal: \_\_\_\_\_

Address: \_\_\_\_\_

CNIC #: \_\_\_\_\_ Qualification: \_\_\_\_\_

Institute E-mail: \_\_\_\_\_ WhatsApp # \_\_\_\_\_

Cell #: \_\_\_\_\_

## 5. Institute / Centre Profile.

Name of Institute / Centre: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Date of Establishment: \_\_\_\_\_ Land Line #: \_\_\_\_\_

Institute E-mail: \_\_\_\_\_ Web Site \_\_\_\_\_

City: \_\_\_\_\_ District: \_\_\_\_\_ Post Code: \_\_\_\_\_

Institute / Centre NTN #. : \_\_\_\_\_

Registered with Authority STEVTA  Yes  No  in Process

Period of Registration  02 Years  03 Years  05 Years

Date of Registration with STEVTA: \_\_\_\_\_

(If yes, please mention the date Registration)

Working Days:  Monday to Friday  Monday to Saturday

Shift / Timing  Morning  Evening  Both

Status of Institute / Centre  Male  Female  Co-Education

## 6. Finance.

Title of Account of Institute: \_\_\_\_\_

Account No: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Branch: \_\_\_\_\_

## 7. Programme.

NAVTTC  TEVTA  FOREIGN FUNDING  INSTITUTE OWN  BBSHRADB

## 8. Previous Affiliation Details (If Any)

Name of Affiliation Authority: \_\_\_\_\_

Period of Affiliation / Authorization: From: \_\_\_\_\_ To: \_\_\_\_\_

## 9. Details of Affiliation Vocational / Technical Courses from other Board (if)

S. No	Name of Courses	Duration in Months	Offered Since	Approved Capacity









# SECTION 'D'

## 13. Courses, Likely To Be Affiliated in CBT&A By TTB Sindh

S. No	Qualification Level	Duration	Pre-requisite Qualification	Course Contents Available	Details Curriculum Available	Trainee Manual Available

## (B) Teaching Faculty Profile (Course / Trade Wise) (Attached Separate Sheet if Required)

S. No	Name	Designation	Academic Qualification	Professional Qualification	Trainee Experience CBT&A	Joining Date	Working Hour Per Day







