

GOVT OF ASSAM
OFFICE OF THE DISTRICT TRANSPORT OFFICER ::: JORHAT

Memo No. DTJ/ 44

Dated Jorhat the 14/12/21.....

NOTICE INVITING APPLICATIONS (NIA)

District Transport Officer, Jorhat and Member Secretary, District Level Committee for implementation of the scheme "Skill Training in Driving" for the year 2021-22 driving in Jorhat district, through this NIA seeks to empanel only those applicant / organization having valid registration / License of Transport Department / DTO's for imparting training. Programme quality and implementation will be monitored and evaluated by D.L.C, as per its Quality Standards and Procedure which will be notified from time to time.

1. Eligibility criteria

- i. Industrial training Institute (ITI)
- ii. The agency should have authorised Driving Training Institutes registered under Transport Department / DTO's of respective districts.
- iii. Automobile Houses running Driving Training Institutes registered under Transport Department / DTO's of respective districts.
- iv. Any registered agency / training institutes with required infrastructure
- v. Applicant Agency should not have been black listed by any donor agency / State Government / Central Government.
- vi. Applicant Agency should have experience in training candidates.

2. Criteria for selection of Training Centre

a) Manpower required and Minimum Qualification

- i. 2 (Two) number of Motor Vehicle trainers i.e. (one) per batch
 - a. A minimum driving experience of Five years having valid driving license in addition to a certificate in a course in motor mechanics or any other higher qualification in mechanical / automobile engineering from an institute recognized by the Board of Technical Education of a State Government.
 - b. Through knowledge of Traffic signs
 - c. Ability to demonstrate and to explain the functions of different components, parts of vehicles.
 - d. Adequate knowledge of English / the regional language of the region

ii. 1 (one) Soft Skills and Personality Development Trainer

A Diploma with minimum 2 years of experience in imparting soft skills and personality development training. The candidate should have pleasing personality having excellent communication and interpersonal skills. The applicant should have the passion for training and ability to connect with trainees.

iii. 1 (one) programme Coordinator per LAC

The applicant must be 12th standard pass having Certificate in Computer Application with practical knowledge in MS Office and should be familiar with the region.

3. Other Training Materials Requirements

- i. 2 (Two) vehicles for practical training i.e. 1 (one) vehicle per batch

- ii. Blackboard / Whiteboard with chalk / markers
- iii. A road plan board with necessary model signals and charts
- iv. Traffic signals chart
- v. Chart on automatic signals and signals given by traffic controllers where there are no automatic signals
- vi. A service chart depicting a detailed view of all components of motor vehicle. Engine gear box, brake shoe and drums
- vii. Puncture kit with tyre lever, wheel brace, jack and tyre pressure gauge
- viii. Tools (assets each of fix spanners, box spanners, pliers, screw drivers, screw spanners and hammers)
- ix. Driving instruction manual
- x. Books on automobile mechanism, driving, road safety, traffic regulations, laws relating to motor vehicles and related subjects
- xi. A fully equipped first aid box for use in emergency at the premises
- xii. Fire Safety equipment
- xiii. GPS navigation device

4. Class room requirements

The selected agency must have suitable venue / classroom with minimum seating arrangements for 2 batches with size of 25 trainees in each batch i.e. total of 50 trainees.

5. Application procedure

1. In response to NIA, applicant / organization meeting above criteria can apply for empanelment in prescribed format, with required documents, DTO based on the requirement and available targets shall empanel such Agencies
2. The applicant / organization need to fill up the following TECH's and submit on or before the last date of submission
 - TECH1- Self declaration for not being blacklisted
 - TECH2- Self declaration
 - TECH3- Methodology
 - TECH4- Transport Department / DTOs registration copy for Driving Training Institute
 - TECH5- Methodology

N.B. Agencies need to submit only one response to NIA documents in Hard copy (in original). Further, the Agencies need to submit Soft copy of the response to NIA in editable format (Microsoft Word) in a pen drive. The response to NIA in Hard Copy, along with demand draft for Bid Processing fee have to be submitted in a sealed non-transparent envelop super scribed as "Notice for Empanelment of Training Centres with District Transport Officer (DTO) for providing Training" along with reference No and details of the applicant with contact no and email id.

Date of opening for Notice Inviting Application (NIA) from 01-10-2021 from 10 AM

Last date of submission of NIA is 21/10/2021 by 5 PM, after the due time and date no application shall be entertained

Place of submission: DTO Office, Jorhat.


 District Transport Officer
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 Member Secretary, DLC
 Jorhat
