

MSME

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
MICRO, SMALL & MEDIUM ENTERPRISES
MSME - TOOL ROOM HYDERABAD

CENTRAL INSTITUTE OF TOOL DESIGN

(A Govt. of India Society, Ministry of MSME)
BALANAGAR, HYDERABAD - 500 037, A.P.

(An ISO 9001 : 2000 Institution)



स्थापित: 1970
ESTD : 1970

PROSPECTUS FOR LONG TERM TRAINING COURSES 2009- 10

1. Post Graduate Course in Tool, Die & Mould Design (PGTD)
2. Post Diploma in Tool Design (PDTD)
3. Diploma in Tool, Die & Mould Making (DTDM)
4. Advanced Tool Maker's Course (ATM)



CONTENTS

1. ABOUT CITD	1
1.1 Aims & Objectives :	1
1.2 Various Courses conducted by CITD :	1
A. Courses in collaboration with Osmania University	1
B. Long term courses conducted by CITD (Day Time)	1
C. Evening courses conducted by CITD (Evening Time)	2
D. Short Term Training Programmes	2
E. Specialised Training Programmes	2
2. TRAINING COURSES	2
2.1 Admission Process	3
2.2 Use of unfair means	3
3. LONG TERM TRAINING COURSES	3
4. ADMISSION TO LONG TERM COURSES	4
4.1 Applications	4
4.2 Sponsored applications	5
5. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORMS	5
6. SYLLABUS FOR ENTRANCE EXAMINATION	6
6.1 PGTD6	
6.2 PDTD6	
6.3 DTDM	6
7. COURSE CONTENTS	6
7.1 PGTD6	
7.2 PDTD6	
7.3 DTDM	7
8. MODE OF SELECTION FOR ALL CATEGORIES	7
9. DOCUMENTS TO BE HANDED OVER AT THE TIME OF JOINING	8
10. GENERAL TERMS AND CONDITIONS	8

1. ABOUT CITD

The Central Institute of Tool Design is an ISO 9001:2000 Certified Premier Institute in Asia providing specialized training courses in Tool Design and Manufacturing, CAD/CAM and LCA techniques. The Institute was established in the year 1968 by the Government of India with the assistance of UNDP and ILO as an executing agency. CITD was converted into a Government of India Society in 1970 under the administrative control of the Ministry of SSI. The Development Commissioner, Ministry of MSME is the ex-officio Chairman of the Governing Council. The Principal Director is the Chief Executive of the Institute.

1.1 AIMS & OBJECTIVES :

- a) Training of technical personnel in design and manufacture of tools, jigs & fixtures, dies & moulds, press tools; CAD/CAM, CNC and LCA techniques.
- b) Provision of advisory, consultancy and common service facilities to small scale units including assistance in the design and development of tools for various processes, calibration of Mechanical Measuring Instruments.
- c) Recommending measures to standardize tools and tooling elements, components of Jigs & Fixtures, Dies & Moulds, Press Tools and other tools.
- d) Production on limited basis of tools, jigs & fixtures, press tools, dies & moulds, gauges and special cutting tools subject to the condition that the job works undertaken by the Institute should suit to the needs of the training.

The Institute has a well equipped Tool Room with sophisticated CNC machines like CNC EDM (Charmilles Roboform 54); CNC Wire Cut EDM (AGIE Cut Classic-III & Electronica), 4-Axis & 5-Axis High Speed Machining Centres, Kellenberger CNC Cylindrical Grinding machine and 3D Coordinate Measuring Machine with Scanning & Digitization facilities. The Institute is equipped with latest versions of EMCO (Austria make) Table Top CNC Turning and Milling machines with closed loop system to impart training in CNC Programming.

The Calibration laboratory is set up in CITD with Universal Horizontal Metroscope ULM OPAL600 Carl Zeiss Technology, Germany and Slip Gauge Measuring Unit 826 with Millitron 1240, Mahr, Germany to Calibrate Limit Gauges, Micrometers, Dial Indicators, etc., The CAD/CAM Centre is equipped with latest hardware like Compaq workstations, Pentium IV Systems and softwares like AutoCAD, MDT, I-DEAS NX, Pro-E wildfire, CATIA, ANSYS, Unigraphics NX, Master CAM, Hypermesh, ADINA, Solid works etc.

The Institute is also equipped with an Automation Centre with Programmable Logic Control Systems; Hydraulic, Pneumatic, Electronic Controls with Simulators, Working models of Automation systems etc.,

The Institute has a special Library with a collection of technical books in Tool Engineering field and subscribes to various International journals like CIRP Annals, American Machinist, Journal of Engineering Materials & Technology (ASME), Precision Engineering (JAPAN) and Precision Tool Maker, etc. The Documentation Centre collects and organizes information and data useful for the technological advancement in Tool Engineering. For the dissemination of information, the centre publishes a computerised current awareness abstracting bulletin and provides technical enquiry services.

The Institute also extends its services to the developing countries by imparting knowledge and necessary skills to their personnel in the field of Tool Design, CAD/CAM and Low Cost Automation Techniques.

1.2 VARIOUS COURSES CONDUCTED BY CITD :

A. COURSES IN COLLABORATION WITH OSMANIA UNIVERSITY (DAYTIME)

1. M.E. (Mechanical - CAD/CAM) of two years (4 Semesters) duration, recognized by AICTE, New Delhi.
2. M.E. (Tool Design) of two years (4 Semesters) duration recognized by AICTE, New Delhi. Separate advertisement will be published for above courses.

B. LONG TERM COURSES CONDUCTED BY CITD (DAY TIME)

3. Post Graduate Course in Tool, Die Mould Design (PGTD) of one and a half years duration. (3 Semesters). Recognized by the Govt. of India as an advanced Post Graduate qualification for recruitment to superior posts.

4. Post Diploma in Tool Design (PDTD) - one year duration, approved by AICTE, New Delhi. (2 Semesters).
5. Diploma in Tool, Die & Mould Making - (DTDM) for 10th Class passed students - Four years duration, (8 semesters) approved by AICTE, New Delhi, and recognized by the State Board of Technical Education and Training, Govt. of A.P., as equivalent to DME.
6. Advanced Tool Maker's course (ATM) - for ITI students. - Two years duration (4 Semesters).

C. EVENING COURSES CONDUCTED BY CITD.

7. Diploma in Tool Engineering (DTE) - for ITI students Two years duration.
8. Master Certificate in Tool Design (MCTD) - for Degree / Dip. in Mech. Engg. or equivalent. One year duration.
9. Master Certificate in Mechatronics & its applications (MCM) - 6 months. for Degree/Diploma in Mech. Production / Automobile Engineering.

D. SHORT TERM TRAINING PROGRAMMES

These courses are tailor made to cater to the needs of the specific fields in tool design, manufacture, low cost automation and CAD/CAM for working engineers, supervisors, technicians etc., Separate brochures are available and can be had on request.

E. SPECIALISED TRAINING PROGRAMMES

These courses are conducted to update the knowledge of technical personnel working in the industries in the latest technology in Tool Engineering by conducting seminars, workshops etc., The Institute conducts in house training programs either at the Industries or at CITD in the field of Tool Design, Automation & CAD/CAM

2. TRAINING COURSES

The training programs conducted by the Institute are of the following categories.

Course No. 1 - POST GRADUATE COURSE IN TOOL, DIE & MOULD DESIGN (PGTD)

(Recognized by the Govt. of India, Ministry of Education as an advanced Post Graduate qualification)

Duration	1½ years (3 Semesters)
Qualification	B.E./B.Tech. (Mech. & Prod.) or recognized equivalent qualification.
Age	30 years (not born before 13.08.1979) Relaxation upto 5 years for SC / ST Candidates. No age limit for Industry sponsored candidate. However age below 45 years is preferred.
No. of seats	(a) 32 seats Self Sponsored category (b) 28 seats Industry sponsored category
Mode of Selection	Through Entrance Examination
Course Fee	(a) Rs. 60,000/- Self sponsored category (b) Rs. 75,000/- Industry sponsored category

Course No. 2 POST DIPLOMA IN TOOL DESIGN (PDTD) (Approved by AICTE, New Delhi.)

Duration	1 year (2 Semesters)
Qualification	LME/DME or equivalent qualification recognized by State Board with an aggregate of minimum 60% marks for general category candidates and an aggregate of minimum 50% marks for SC/ST category candidate.
Age	27 years (not before 31.08.1982) Relaxation upto 5 years for SC/ST Candidates. No age limit for sponsored candidate. However age below 45 years is preferred.
No. of Seats	(a) 32 Seats Self sponsored category (b) 28 Seats Industry sponsored category
Mode of Selection	Through Entrance Test
Course Fee	(a) Rs. 24,000/- Self Sponsored category (b) Rs. 30,000/- Industry sponsored category

Course No. 3 - DIPLOMA IN TOOL, DIE & MOULD MAKING (DTDM)

(Approved by AICTE, New Delhi, and recognized by the State Board of Technical Edn., Govt. of A.P. as equivalent to DME)

Duration	4 Years (8 Semesters)
Qualification	Matriculation (10th) or equivalent examination from recognized university / Board with minimum 50% marks (40% in case of candidates belonging to SC/ST in aggregate)
Age	The candidate should have attained the age of 15 years but should not be more than 19 years (not born before 31.08.1990) Relaxation upto 5 years for SC/ST Candidates.
No.of Seats	60 Seats
Mode of Selection	Through Entrance Examination.
Course Fee	Rs. 12,000/- per Semester

Course No. 4 - ADVANCED TOOL MAKER'S COURSE (ATM)

Duration	2 years (4 Semesters)
Qualification	SSC/Metric with I.T.I. in any one of the trades - Tool & Die Maker / Fitter / Machinist/ Turner
Age	25 years (not born before 31.08.1984) Relaxation upto 5 years for SC/ST Candidates.
No. of Seats	30 Seats
Mode of Selection	Selection on merit basis in the qualifying examination i.e. 10th Class & ITI with weightage in the ratio of 50-50 respectively.
Course Fee	Rs. 12,000/- per year

2.1 ADMISSION PROCESS

The selection of all categories of candidates (except ATM courses) for the admission to the various courses is done through Entrance test.

Following categories of candidates are eligible for appearing to the entrance test.

- Indian nationals studying in the final year of their qualifying degree / diploma in Indian Institutes / Universities.
- Indian nationals who have obtained their qualifying degree / diploma from Indian Institutes / Universities.
- Indian nationals who have obtained their qualifying degree / diploma from Institutes / Universities abroad which is recognized by the Association of Indian Universities as an equivalent qualifying degree / diploma from India.
- Candidates should not be studying in any other course or undergoing any other training at the time of admission.

The seats mentioned in all the courses are provisional. The institute reserves the right to increase or decrease the number of seats.

2.2 USE OF UNFAIR MEANS

Use of unfair means by candidate at the entrance examination whether detected at the time of examination, evaluation or at any other stage will lead to cancellation of his/her examination and debar him/her from appearing in future entrance examinations.

3. LONG TERM TRAINING COURSES

3.1 Medium of instruction - ENGLISH

3.2 Commencement of courses : August 2009

3.3 Working hours 9.30 A.M. to 5.00 P.M. with Monday as weekly holiday & working hours are liable to change.

3.4 Methodology of imparting training

- a) Lectures supported by audio-visual aids.
- b) Film shows in technical subjects.
- c) Tool design exercises for PG, PD trainees
- d) Technical literature / handouts on related subjects
- e) Working on computers and CNC machines
- f) Expert guest lectures
- g) Factory visits
- h) Personality development Lectures

3.5 Distribution of marks in each semester for final grading

The following distribution is made for calculating the total marks at the end of the semester

Sessional Marks	40%
● Practical exercises in the training	20%
● Home assignments / week end tests	20%
Semester examination - Theory	30%
Semester examination - Practical	30%
Total / Semester	<hr/> 100%

3.6 Standard of Passing and Award of Class

The final grading for the courses shall be awarded on the basis of the total aggregate marks obtained in all semesters.

- 75% and above - First Division with Distinction
60% and above - First Division
50% and above - Second Division

3.7 Minimum requirements for Award of Certificate

- a) 75% attendance every semester in each subjects
- b) 50% marks (aggregate)
- c) Minimum 40% marks in each subject

3.8 Merit Awards

Besides the Chairman's Award by CITD, following organizations have instituted awards to the meritorious students.

1. M/s. Telco, Jamshedpur
2. M/s. Larsen & Toubro, Bombay
3. M/s. Godrej & Boyce, Bombay
4. M/s. S.B.H., Balanagar, Hyderabad
5. M/s. BHEL, Hyderabad

4. ADMISSION TO LONG TERM COURSES

Academic year commences during August every year. Candidates of all categories selected through entrance test are admitted to the courses on the basis of merit in the written examination conducted by CITD at Hyderabad on payment of course fee and caution deposit.

Course fee is payable on the counselling day and the fee once paid will not be refunded. The trainees should deposit caution money of Rs. 1,000/- which will be refunded at the successful conclusion of the course and not before under any circumstance.

4.1 APPLICATIONS

- A. Prescribed application forms & prospectus can be had from Director (Training), CITD, Balanagar, Hyderabad - 500 037 by paying cash or demand draft for the prescribed amount drawn in favour of Principal Director, CITD, Hyderabad, on any Nationalized Bank payable at Hyderabad (preferably on State Bank of Hyderabad, Balanagar Branch, Hyderabad-500 037).

- B. The candidate can download application form from our website www.citdindia.org and the filled in application form can be sent to Director (Trg.) CITD, Hyderabad along with prescribed cost of application by Demand Draft.
- C. Applications can also be had by post on sending prescribed cost of Applications by Demand Draft along with a request for application and prospectus should be superscribed with name of the course applied for, with self addressed envelope (size 26 cms x 18 cms) duly affixed with Rs. 15/- postage stamp. The SC/ST/PWD category candidates need to enclose a copy of proof of their category by Gazetted Officer.
- D. Request for application received beyond the stipulated date and also receipt of completed applications after the due date will be summarily rejected. If any applicants do not fulfill the requisite qualifications, his/her application is summarily rejected. No correspondence in this matter is entertained.

4.2 SPONSORED APPLICATIONS

Candidates who wish to consider his application under sponsored category also, should submit the sponsoring letter and minimum 6 months post qualification experience certificate, along with the application. No age limit for sponsored category. However age below 45 years is preferred. The candidates under sponsored category will be allotted seats strictly based on the rank obtained in the entrance examination subject to fulfilling the other criteria applicable to the category.

5. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

- a. Please read the instructions given in this section carefully before filling the Application Forms.
- b. Candidates who have appeared for the qualifying examination and whose results are awaited can also apply by enclosing a bonafide certificate from the concerned Inst. / College / University. However, they should qualify at the time of counseling. The Institute is not responsible for any delay in declaration of results of the qualifying examination.
- c. **Photograph** : Affix three recent and identical passport size photographs at the appropriate places attested by a Gazetted Officer.
- d. **Name** : Write your name in capital letters as given in the records of the Board of Secondary Education / University. This name should be given in all future correspondence in the same form.
One box should be left between two parts of the name. In case, the name is long and cannot be accommodated within the boxes provided. you should abbreviate the middle name.
- e. **Date of Birth** : Indicate your date of birth in the boxes provided.

For example : Date of Birth is **31 August 1980**

3	1	-	0	8	-	1	9	8	0
Age :									
2	5								
Caste Category (Use Code)							0	4	
For example : In case of others									

- f. **Father's/Guardian's Name** : In maximum two lines.
- g. **Permanent Address** : Correct address is required for all future correspondence. Write the complete postal address with PIN CODE to which communication is to be sent.
- h. **Academic Qualification** : As reflected under Item No. 2 of the Prospectus.
- i. **Attendance Sheet** : Sl.No. 2, 3 & 6 (for office use). The candidate should sign at the appropriate place.
- j. **Hall Ticket**
Sl.No. 2 & 3 (for office use) for PGTD, PDTD & DTDM.
Sl.No. 4 candidate should write his/her name and address for communication.

Note : Attendance sheet and Hall Tickets to be filled by PGTD, PDTD & DTDM candidates only. ATM candidates are not required to fill up the attendance sheet and Hall Ticket.

6. SYLLABUS FOR ENTRANCE EXAMINATION

6.1 **PGTD** – The paper will be of objective type with a duration of 90 minutes.

- i. Mechanics of Solids
- ii. Kinematics of Machines
- iii. Dynamics of Machines
- iv. Production Technology, Workshop Technology, Metrology, Metal Forming, Dies & Moulds and allied.
- v. Design of Machine Members
- vi. Material Science, Heat Treatment & Testing.
- vii. Metrology & Inspection

Engineering Drawing : (1) Orthographic projections (2) Isometric Views (3) Engineering conventions as per Bureau of Indian Standard IS : 696.

6.2 **P.D.T.D.** – The paper will be of objective type with a duration of 90 minutes.

- a. Solid Mechanics
- b. Production, Workshop Technology & Metrology
- c. Engineering Materials, Heat Treatment & Testing

Mechanical Engineering Drawing : (1) Orthographic projections (2) Isometric Views (3) Engineering Conventions as per Bureau of Indian Standard IS:696

6.3 **For DTDM Course :**

- 1) Duration of examination will be (90 minutes). No.of Multiple Choice questions will be 100.
- 2) The syllabus for the exam will be as follow :
 - a) Mathematics
 - b) Science
 - c) English
 - d) Aptitude and General knowledge

6.4 **The answer sheets will be in the form of OMR Sheets. For all the Entrance Examinations.**

7. COURSE CONTENTS

7.1 **P.G.T.D. – Subjects (3 Semesters)**

- | | |
|--|-------------------------------------|
| 1. Design Practice | 9. Dies for Metal Casting |
| 2. Tool Room Practice | 10. Machining Process |
| 3. Materials for Tooling | 11. Metrology |
| 4. Design of Sheet Metal Forming Tools (Press Tools) | 12. CAD/CAM (Auto CAD & Master CAM) |
| 5. Jigs & Fixtures | 13. Plastic Processing Tools |
| 6. Bulk Forming tools | 14. CIM |
| 7. Process Planning | 15. Special Cutting Tools |
| 8. Gauges | 16. LCA |

7.2 **P.D.T.D. – Subjects (2 Semesters)**

- | | |
|-------------------------------|-------------------------------------|
| 1. Design Practice | 3. Jigs & Fixtures |
| 2. Metrology | 4. Press Tools |
| 5. Materials & Heat Treatment | 10. Moulds for Plastics |
| 6. Process Planning | 11. Die Casting Dies |
| 7. Conventional Machines | 12. Forging Dies |
| 8. Gauges | 13. LCA |
| 9. Cutting Tools | 14. CAD/CAM (Auto CAD & Master CAM) |

7.3 DTDM – Subjects (8 Semesters)

- | | |
|---------------------------------------|------------------------------------|
| 1. Communication Skills | 15. Design of Press Tools |
| 2. Applied Mathematics | 16. Plastic Moulds |
| 3. Applied Physics | 17. CNC Technology |
| 4. Applied Chemistry | 18. Thermal Engg. Ren. Energy |
| 5. Applied Mechanics | 19. Sociology |
| 6. Engineering Drawing | 20. Hydraulics & Pneumatics |
| 7. Workshop Technology | 21. Electrical / Electronics Engg. |
| 8. Engineering Metrology | 22. Design of Die Casting Dies |
| 9. Workshop Practices | 23. Design of Forging Dies |
| 10. Independent Study Techniques | 24. Heat Treatment |
| 11. Strength of Materials | 25. Entrepreneurship Development |
| 12. Material Technology | 26. Prod. Planning & Costing |
| 13. Computer Applications | 27. Industrial Management |
| 14. Design of Jigs & Fixtures, Gauges | |

8. MODE OF SELECTION FOR ALL CATEGORIES

8.1 **Selection of Candidates** Selection is purely based on rank obtained in the Entrance Test which is compulsory for all categories of candidates for PGTD, PDTD and DTDM Courses. Successful candidates from GATE Exam also need to qualify themselves in the Entrance Test.

8.2 **ATM** – Selection is on the basis of marks obtained in 10th class and ITI with weightage in the ratio of 50:50 respectively.

8.3 Reservation

A. Reservation for SC/ST/BC/Person with disabilities (PWD) category candidates exist as per Govt. of India Rules.

B. Age Relaxation for SC/ST/BC/Person with disabilities (PWD) category candidates exist as per Govt. of India Rules.

C. In case of SC/ST candidates, they are required to pay the full semester fee and other fee/deposits or produce a specific sanction letter in the name of the candidate sectioning the course fee/scholarship from the competent authority viz., District Social Welfare Officer. If, the candidate fails to pay fee or produce a letter for course fee, etc., he will forfeit the seat and the same will be offered to the next SC/ST candidate in the order of merit.

8.4 The merit list of the selected candidates of each course will be displayed on the notice board at the Institute and the same will be put on Website www.citdindia.org. As per the list all interested candidates are required to be present on counseling day as per the counseling dates mentioned herewith alongwith all the original certificates & prescribed fees etc.

8.5 Counselling for Admissions :

Candidates who are qualified in the Entrance Exam as declared in the merit list on our website : www.citdindia.org have to be present themselves on the dates mentioned below for counselling with all the original certificates and prescribed fee in cash / DD to be considered for admission at 10.00 am at CITD, Balanagar, Hyderabad, on the dates mentioned below :

Schedule :

- | | |
|--|------------|
| a) Last date of receipt of application from | – 27-06-09 |
| b) Receipt of application forms with a late fee of Rs. 200/- | – 30-06-09 |
| c) Tentative Date of Entrance Examination (At Hyderabad) | – 12-07-09 |
| d) Tentative Date of Declaring of results | – 20-07-09 |

- e) Counselling for Admission :
- First Phase Counseling :
- ATM – 06-08-09
 - DTDM – 07-08-09
 - PDTD – 04-08-09
 - PGTD – 02-08-09

Second Phase Counseling :

- PGTD – 08-08-09
- PDTD / DTDM, ATM – 09-08-09

- f) All courses commencing from – 19-08-09

8.6 Once the fee is paid by the candidate and selected candidates report for training, the admissions are treated as closed. Fee once paid will not be refunded.

8.7 Rules made by the Institute regarding selection and closure of admissions shall be final.

9. DOCUMENTS TO BE HANDED OVER AT THE TIME OF JOINING

9.1 Original certificates of qualifying examination i.e., SSC/Metric/B.E./DME/ITI, Transfer Certificates, Date of Birth Certificate, Bonafide Certificate, Integrated caste Certificate, Latest Income Certificate, Xerox copy of ration card etc applicable. The original certificates will not given back to the trainees under any circumstances till they complete the scheduled training period at this Institute.

9.2 Certificate of Physical fitness from any Assistant Civil Surgeon. The Institute reserves the right to send the Candidate for further Medical examination, if necessary.

9.3 The Trainee should give an undertaking for good conduct and behaviour and to abide by the rules & regulations as prescribed by the Institute.

10. GENERAL TERMS AND CONDITIONS

a) **In case of ATM & DTDM course the course fee for next July semester should be paid before beginning of the semester i.e. by 31st January and 31st July of every. A late fee of Rs. 500/- per week subject to the maximum of two weeks will be levied if the semester fee is not paid in time. Thereafter Defaulters are liable to be terminated from training. Their results of previous semester will be with held and they will not be allowed to attend classes for next semester.**

b) **Vernier & Micrometer :** Every ATM & DTDM trainee must purchase at his own cost one Vernier 0-150 mm and one micrometer 0-25 mm, and bring for practicals and for tests.

c) **Hostel :** Limited hostel facility is available. The students will have to pay hostel rent in advance as per rules and regulations of the hostel.

d) **Uniforms :** All DTDM and ATM trainees are required to get the uniforms as prescribed by the Institute, stitched at their own cost and attend the training in uniform and with safety shoes every day.

e) **Semester Holiday :** 2 weeks vacation at the end of each semester, for DTDM batches only.

f) **Eligibility of leave :** Casual leave 12 days per academic year. Sick leave 15 days per academic year (Period exceeding 3 days needs medical certificate from a Registered Medical Practitioner to be submitted within 7 days.)

g) No traveling allowance or any other allowance will be paid for attending entrance exam, joining the course or on termination thereof.

h) The outstation industrial visits will be arranged by CITD. The trainees are required to bear all expenses including cost of boarding, lodging, Railway / Bus fare and other incidental expenditure.

i) Final year trainees are exposed to campus interviews, by intending industries. They can appear for interviews and get absorbed. However, the Institute does not guarantee any employment or absorption.

(It may be noted that the ex-trainees of the Institute have earned excellent reputation with their employers and as such prominent industries are coming forward to absorb the candidates before completion of their training.

- j) The trainees shall not cause any damage or loss to the property of the Institute, failing which they are liable to bear the loss.
- k) Any information given in the application by the candidate, if, found incorrect after selection, the trainee is liable for such punishment as may be deemed fit including his/her disqualification and / or dismissed from training course.
- l) The trainees are expected to complete the assignments as per schedule of training programs.
- m) The trainees will have to strictly undergo the training as per the schedule and instructions and comply with all the rules of discipline as may be in force from time to time. Copying in examination and malpractice during the exams will be viewed seriously.
- n) The trainees should complete the full course of training and will not be allowed to discontinue the training.
- o) The trainees are not permitted to join part-time/evening courses of study conducted by any other University/Institute.
- p) The trainees are expected to maintain utmost discipline and good manners inside and outside the campus of the institute and not get involved in activities which cause blemish to the good image of the institute.
- q) The trainees have to follow the rules and regulations pertaining to any department of the Institute.
- r) The Institute reserves the right to fill-up any vacant seat from among the candidates present at the time of counselling as per the merit, subject to payment of requisite fee applicable to self sponsored.
- s) No request for extension of time for submission of proof of pass or submission of original certificates will be entertained at the time of admission.
- t) The Institute reserves the right to alter, vary, change and / or modify the rules governing the admissions, or any other procedure from time to time depending upon exigencies of training and the trainees have to abide by these rules.
- u) The trainees have to follow the rules and regulations made by the Institute pertaining to any department, examination, hostel, discipline etc.
- v) The Institute reserves the right to terminate the trainee at any time at its discretion for misconduct/ indiscipline/irregular attendance, breach of rules etc. In such an event, the course fee paid by the candidates shall not be refunded.
- w) The Institute shall take all precautionary measures with regard to safety. However, the trainees should decide to join the course at their own free will and at their own risk. In case of any injury or any disablement (temporary/permanent) suffered by the trainees during the course due to any accident or otherwise, the Institute shall not be liable to pay any compensation whatsoever. The trainees shall indemnify the Institute in this account.
- x) Trainees shall arrange at their cost, all stationery, drawing and other instruments and books prescribed for the course.
- y) Ragging of any kind will be viewed seriously and offenders shall be liable to be prosecuted under the law. Their training will be terminated and the fee paid by them shall be forfeited. They will not be allowed to rejoin the semesters/course afresh.
- z) The trainees should give an undertaking to abide by the rules & regulations of the Training.

Last date for receipt of duly filled-in Application (upto 5.00 pm at CITD)	27-06-09
Last date for receipt of duly filled in Application with late fee of Rs. 200/- (upto 5.00 pm at CITD)	30-06-09
Tentative Date of Entrance Examination	12-07-09

Entrance Test will be held at :

Main Building,
University College of Engineering
Osmania University,
Hyderabad - 500 007.
Tel : 040-27098254, 27682384

Note : Eligibility criteria for writing the Entrance Examination may be seen from the Institute's website : www.citdindia.org. The eligible candidates who have not received Hall Tickets by 10.07.2009 can collect Duplicate Hall Tickets in person by producing size photograph on 11.07.2009 at CITD, Balanagar, Hyderabad or at the examination centre hours before the commencement of the examination on 12.07.2009. Candidates who have applied for admission may verify their eligibility from the website and attend the entrance examination directly after collecting the Duplicate Hall Ticket. The Institute is not responsible for any postal delay in collection of Hall Ticket as per schedule by the candidates.



For further clarification, please contact :

Training Department

CENTRAL INSTITUTE OF TOOL DESIGN

(A Govt. of India Society, Ministry of MSME)

BALANAGAR, HYDERABAD - 500 037, A.P., INDIA.

(An ISO 9001 : 2000 Institution)

Phone Nos : 040-23771959, 23776156, 23772747 & 48 - Ext. : 211, 212

Fax : 040-23772658, E-Mail : citdplacements@citdindia.org, Website : www.citdindia.org

