



Requirements for Registration (New Institutes/TTCs/RPL/Affiliation/Renewal)

How to apply

- Fill the online application on reg.navttc.gov.pk
- Complete online profile and submit the requisite fee into NBP NAVTTC-Fund Account.
- Upload the paid challan copy on the NAVTTC portal. Then, download the application and submit/dispatch the hard copy to the Director (R&A), NAVTTC Headquarters, Islamabad

i) The Applicant shall submit original or certified copy:

- a. Ownership proof of Institute's building/premises or lease of the premises
- b. Bank detail of Institute along with NTN Number.
- c. CNIC of authorized signatory; or NICOP or Passport copy of Applicant, Owner, Principal, Partners, Directors, Members or Governing body of Institute;
- d. In case of partnership; partnership deed; and Form C or Form D;
- e. In case of company, society, NGO or any other similar organization, Memorandum of Association, Articles of Association, Certificate of its registration or its constituent documents as the case may be; or
- f. In case of Trust, Registered Trust Deed;
- g. Affidavit of not-blacklisting by any private or Government Institutions or Authority. The Institute shall also certify that the Institute and the management shall abide by all prescribed rules & regulation and that it shall not make any admissions in any Course unless it is registered;

ii) The institute should fulfil the following building requirements:

- a) Approved and registered building layout and facilities description
- b) Minimum area required for classroom should be 9 sq. ft. per student and Minimum area required for Labs / Workshops should be 15 sq. ft. per student or trade wise standard set by the Skill Standard & Curricula (SS&C) Wing of NAVTTC from time to time.
- c) Utilities including but not limited to electricity, clean drinking water, sewerage & sanitation; Facilities like first aid, fire-fighting equipment, etc.;
- d) Availability of conducive environment, properly ventilated Admin block, staff room, library, washrooms, common room, Sports ground, recreational facilities etc.;
- e) Independent main entrance and emergency exit gate(s);
- f) In case of establishment of the Institute in the plaza, should have independent and separate entrance.
- g) Accessibility of Persons with Disability (PWDs) shall be ensured.

iii) The Registration shall be issued for the specific premises.

iv) Every application regarding sub-campus/branch or franchise shall be separately submitted.

v) Registration to an Institute shall not be granted to similar name except the ownership of the Institute is same. The Institute will be distinguished by virtue of its location.

vi) The name of Institute shall depict it to be Technical. Vocational or Commercial College / Institute / Centre or School.

- vii) Address of the Institute shall be complete from all aspects i.e. Plot No., Street No., Road, Colony, Post office No., City including GPS Location etc.
- viii) The registration Fee shall be deposited or paid by the Applicant in the notified bank account its receipt shall be uploaded on the Web-based portal and submit hard copy to Director (R&A) NAVTTC HQs Islamabad.
- ix) The Registration shall be valid only for the duration as mentioned on the Registration Certificate.
- x) The owner of the institute must provide an affidavit on Rs. 100 stamp paper to the registration authority, affirming that the institute will not issue its own certificates to trainees.

xi) **The Operational Requirements:**

- a) Maintenance of main stock register as well as invoices along-with consumable material register.
- b) Availability of the Faculty as per the requirement mentioned in the approved curriculum;
- c) The institute shall issue proper appointment order to each individual member of the staff recording therein the designation and salary.
- d) The minimum wage of the appointed staff shall be in accordance with the Govt. Notification/ Policy.
- e) The institute shall ensure payment of remuneration to its staff every month including the vacation period through cross cheque.
- f) Record of payment of salary to faculty & staff through bank(s);
- g) Machinery, equipment and tools should be as prescribed in the approved curricula; Machinery, equipment and tools must be entered in the inventory register duly signed by Owner or Principle of the Institute;
- h) Suitable Furniture fit for education/training purpose;
- i) Complete Timetable mentioning all courses (year wise, technology /course wise, Trade wise, session wise).

xii) **Policy Requirements**

- a) The Institute shall follow the Academic policy as notified by the concerned Authority;
- b) The Institute shall offer the seating policy for marginalized youth, such as 10% Freeship or as notified by concerned. Authority to poor trainees, admission quota for PWDs. Transgender, as notified by Authority.
- c) The Institute shall upload Annual Progress Report on their website and submit a copy to the concerned Authority.
- d) The Institute shall provide Alumnae data, placement data, drop-out data, case studies, tracer study of Institute.



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION

Headquarters, Plot # 38, Kirthar Road, Sector H-9/4, Islamabad

P: +92-51-90441111, F: 051-9206638, www.navttc.gov.pk



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Required Fee.

Registration of Institutes (Training Institute/TTCs)		
S. No.	Nomenclature	Fee Structure
1.	Registration Fee	Rs.51,000/- (non-refundable) for 07 trades
2.	Registration fee of additional trade	Rs. 10,000/- (Per Trade)
3.	Exclusion of trade	Rs. 10,000/- (Per Trade)
4.	Renewal fee	Rs. 10,000/- (Per Trade)
5.	Correction fee (Institute name, Change of Address) & Duplication Certificate issuance	Rs. 20,000/-
Institute Affiliation Fee		
1.	Affiliation Fee	Rs.51,000/- (non-refundable) for 07 trades
2.	Affiliation fee of additional trade	Rs. 10,000/- (Per Trade)
3.	Exclusion of trade	Rs. 10,000/- (Per Trade)
4.	Renewal fee	Rs. 10,000/- (Per Trade)
5.	Correction fee (Institute name, Change of Address) & Duplication Certificate issuance	Rs. 20,000/-
RPL Assessment Center Registration Fee		
1.	RPL Assessment Center Fee	Rs.51,000/- (non-refundable) for 07 trades
2.	RPL fee of additional trade	Rs. 10,000/- (Per Trade)
3.	Exclusion of trade	Rs. 10,000/- (Per Trade)
4.	Renewal fee	Rs. 10,000/- (Per Trade)
5.	Correction fee (Institute name, Change of Address) & Duplication Certificate issuance	Rs. 20,000/-

A/C Details for Depositing the Fee:

All type of fee must be deposited into the "NAVTTTC-Fund" account (IBAN No: PK40NBPA1732004001509626) at the *National Bank of Pakistan*, M SECTT Branch, Islamabad. The bank deposit slip should be submitted along with the application.

Required Documents.

- a. Ownership proof of Institute's building/premises or lease of the premises
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- c. CNIC of authorized signatory; or NICOP or Passport copy of Applicant, Owner, Principal, Partners, Directors, Members or Governing body of Institute;
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Building Requirements.

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رجسٹریشن کے لیے ضروریات

** (نئے ادارے / ٹی ٹی سیز / آر پی ایل / الحاق / تجدید) **

درخواست دینے کا طریقہ

reg.navttc.gov.pk پر آن لائن درخواست فارم پُر کریں۔ اپنی آن لائن پروفائل مکمل کریں اور مطلوبہ فیس **NBP NAVTTC-

Fund اکاؤنٹ ** میں جمع کروائیں۔ ادا شدہ چالان کی کاپی ** NAVTTC پورٹل ** پر اپلوڈ کریں۔ اس کے بعد درخواست ڈاؤن لوڈ کریں

اور ہارڈ کاپی کو درج ذیل پتے پر جمع کروائیں

ڈائریکٹر (A&R)، پلاٹ نمبر 38، کمرہ روڈ، 4/9-H NAVTTC، ہیڈ کوارٹرز، اسلام آباد۔

مطلوبہ فیس

انسٹی ٹیوٹس (ترقیاتی ادارے / ٹی ٹی سیز) کی رجسٹریشن

نمبر	تفصیل	فیس کا ڈھانچہ
1	رجسٹریشن فیس	(ناقابل واپسی) برائے 07 کورسز - /Rs. 51,000
2	اضافی کورس کی رجسٹریشن فیس	فی کورس - /Rs. 10,000
3	کورس کے اخراج کی فیس	فی کورس - /Rs. 10,000
4	تجدید فیس	فی کورس - /Rs. 10,000
5	درستگی فیس (ادارے کا نام، پتہ) اور دوبارہ سرٹیفیکٹ جاری کرنے کی فیس	- /Rs. 20,000

ادارے کے الحاق کی فیس

نمبر	تفصیل	فیس کا ڈھانچہ
1	الحاق کی فیس	(ناقابل واپسی) برائے 07 کورسز - /Rs. 51,000
2	اضافی کورس کا الحاق	فی کورس - /Rs. 10,000
3	کورس کے اخراج کی فیس	فی کورس - /Rs. 10,000
4	تجدید فیس	فی کورس - /Rs. 10,000
5	درستگی فیس (ادارے کا نام، پتہ) اور دوبارہ سرٹیفیکٹ جاری کرنے کی فیس	- /Rs. 20,000

آر پی ایل ایسیمنٹ سینٹر رجسٹریشن فیس

نمبر	تفصیل	فیس کا ڈھانچہ
1	آر پی ایل ایسیمنٹ سینٹر فیس	(ناقابل واپسی) برائے 07 کورسز - /Rs. 51,000
2	اضافی کورس کا الحاق	فی کورس - /Rs. 10,000
3	کورس کے اخراج کی فیس	فی کورس - /Rs. 10,000
4	تجدید فیس	فی کورس - /Rs. 10,000

نمبر	تفصیل	فیس کا ڈھانچہ
5	درستگی فیس (ادارے کا نام، پتہ) اور دوبارہ سرٹیفکیٹ جاری کرنے کی فیس	Rs. 20,000/-

فیس جمع کروانے کی تفصیلات: **

تمام فیس "NAVTTTC-Fund" اکاؤنٹ (IBAN نمبر: **PK40NBPA1732004001509626**) میں نیشنل بینک آف پاکستان، ایم سیکرٹریٹ برانچ، اسلام آباد میں جمع کرائی جائیں۔ بینک ڈپازٹ سلپ درخواست کے ساتھ جمع کرائی جائے۔

**** ضروری دستاویزات: ****

1. ادارے کی عمارت / پریمیسس کی ملکیت کا ثبوت یا لیز معاہدہ
2. ادارے کا بینک اکاؤنٹ اور NTN نمبر
3. مجاز دستخط کنندہ کا CNIC یا درخواست گزار، مالک، پرنسپل، پارٹنرز، ڈائریکٹرز، یا گورننگ باڈی کے اراکین کا NICOP یا پاسپورٹ
4. شراکت داری کی صورت میں: شراکت داری کا معاہدہ؛ اور فارم C یا فارم D
5. کمپنی، سوسائٹی، این جی او یا دیگر تنظیم کی صورت میں: میمورنڈم آف ایسوسی ایشن، آرٹیکلز آف ایسوسی ایشن، رجسٹریشن کا سرٹیفکیٹ یا دیگر متعلقہ دستاویزات
6. ٹرسٹ کی صورت میں: رجسٹرڈ ٹرسٹ ڈیڈ
7. پرائیویٹ یا سرکاری ادارے سے بلیک لسٹ نہ ہونے کا بیان حلفی۔ ادارہ یہ بھی تصدیق کرے گا کہ وہ تمام مقررہ اصولوں پر عمل کرے گا اور کسی کورس میں داخلہ رجسٹریشن کے بغیر نہیں دے گا۔

**** عمارت کے تقاضے: ****

- منظور شدہ اور رجسٹرڈ بلڈنگ لے آؤٹ اور سہولیات کی تفصیل۔
- کم از کم کلاس روم کے لیے جگہ 9 مربع فٹ فی طالب علم اور لیبز / ورکشاپس کے لیے 15 مربع فٹ فی طالب علم یا NAVTTTC کے مقرر کردہ معیار کے مطابق۔
 - سہولیات جیسے بجلی، صاف پانی، نکاسی آب، اور فرسٹ ایڈ، فائر فائٹنگ کا انتظام۔
 - سازگار ماحول، ہوادار انتظامی بلاک، اسٹاف روم، لائبریری، واش روم، کھیل کا میدان، تفریحی سہولیات وغیرہ۔
 - مرکزی داخلی دروازہ اور ایمر جنسی ایگزٹ۔
 - پلازہ میں ادارہ قائم ہونے کی صورت میں علیحدہ اور آزاد داخلی راستہ۔
 - معذور افراد کے لیے رسائی کی سہولت۔