

# DIPLOMA IN VOCATIONAL EDUCATION AND TRAINING



## PROSPECTUS 2024-2025

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NCERT

**PSS Central Institute of Vocational Education**

(a constituent unit of NCERT, under Ministry of Education, Government of India)

Shyamla Hills, Bhopal - 462 002 , Madhya Pradesh, India

[www.psscive.ac.in](http://www.psscive.ac.in)

# PROSPECTUS

## **DIPLOMA IN VOCATIONAL EDUCATION AND TRAINING** (DISTANCE-CUM-CONTACT MODE)

**BATCH: 2024-2025**



### **PSS Central Institute of Vocational Education**

(a constituent unit of NCERT, under Ministry of Education, Government of India)

Shyamla Hills, Bhopal-462 002, Madhya Pradesh, India

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## Foreword

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Vocational Education and Training (VET) plays a significant role in ensuring that young and adult students are skilled in relevant occupations and are able to adapt to the changes in skill requirements in the ever-changing labour market. This is even more relevant, as India is witnessing an accelerated youth population and also needs a skilled workforce for the growing economy. The strong partnership of academics with the industry has taken place under India's National Skill Qualifications Framework (NSQF), which has also served as an instrument for structuring the existing and new qualifications and integration of vocational and academic education under a unified framework. It has also been instrumental in ensuring the responsiveness of VET provisions to the changing needs of the labour market, enabling both enterprises and individuals to adjust their skills and competencies accordingly. The initiative of vocationalisation of school education under *Samagra Shiksha* by the Ministry of Education, Government of India is spearheading and catalysing the role of vocational education in schools for exposing children to vocational education at an early age and equipping them with employability skills, vocational skills and 21<sup>st</sup>-century skills. The goal is to ensure flexibility and responsiveness in Vocational Education through a strong framework for lifelong learning.

Reflecting on priorities, and recent developments in the VET system, emphasis has been placed in the National Education Policy (NEP) 2020 on the capacity development of Vocational Teachers or Trainers who act as the link between education and employment through VET. Preparing a cadre of professionally trained Vocational Teachers is vital to impart quality VET, as they can contribute to offering quality services for the development of a productive workforce in different sectors of the economy. In this perspective, the PSS Central Institute of Vocational Education (PSSCIVE), Bhopal has introduced a "Diploma Programme in Vocational Education and Training" (DVET) in distance-cum-contact mode with an aim to develop a pool of trained Vocational Teachers or Resource Persons for spearheading the effective implementation of the scheme of vocationalisation of education in schools across India. DVET is a one-year programme taught in four blocks of tri-semester. It aims at providing the learners with the knowledge, skills and competencies. Among others, the programme will also enable the learners to appreciate the ethical dimension of teacher professionalism. The goal is to equip the learners with a strong theoretical and practical understanding of VET while integrating the use of Information and Communication Technology and 21<sup>st</sup> century skills in their teaching.

We hope that the DVET programme will contribute to a better understanding and effective execution of VET in India, and strengthen our efforts for providing quality vocational education to our students.

**Dr. Deepak Paliwal**

Joint Director

PSS Central Institute of Vocational Education, Bhopal



# CONTENT

	PAGE NO.
<b>1. ABOUT PSSCIVE</b>	<b>01</b>
<b>2. ABOUT DIPLOMA IN VOCATIONAL EDUCATION AND TRAINING</b>	<b>03</b>
2.1 Overview of the Programme	03
2.2 Objectives	03
2.3 Highlights of the Programme	04
2.4 Target Group	04
2.5 Eligibility Criteria	04
2.6 Medium of Instruction	04
2.7 Study Centre	04
2.8 Number of seats	04
2.9 Programme Duration	05
2.10 Programme Structure	05
2.11 Evaluation and Examination	08
2.12 Certification	08
2.13 Admission Procedure	08
2.14 Admission Schedule	10
<b>3. APPLICATION FORM</b>	<b>11</b>



## 1. ABOUT PSSCIVE

The Pandit Sundarlal Sharma Central Institute of Vocational Education (PSSCIVE) is an apex research and development organization in the field of Vocational Education and Training (VET). It is a constituent unit of the National Council of Educational Research and Training (NCERT), established in the year 1993 by the Ministry of Education (formerly Ministry of Human Resource Development), Government of India. It is also a UNEVOC (UNESCO's International Project on Technical and Vocational Education) Network Centre in India. The Institute has a picturesque 37-acre campus with Departments created for different disciplines, like Agriculture and Animal Husbandry, Business and Commerce, Engineering and Technology, Health and Paramedical Sciences, Home Science and Hospitality Management and Humanities, Science, Education and Research. The Institute offers training programmes in vocational pedagogy and subject-specific vocational skills for the key functionaries and vocational teachers. The highly qualified team of the Institute possesses excellent professional skills and experience required to impart training for classroom teaching and practical training.

### Vision

To be a leading organization for strengthening vocational education and training system to meet the skills needs of the current and future workforce.

### Mission

To build the capacity of VET institutions for meeting the skill needs of the current and future workforce.

### Values

- Zeal for Excellence
- Customer Satisfaction
- Teamwork for Success
- Better Performance

### Major Activities:

The major activities organised by the Institute are as follows:

**Advisory:** Advise and assist the Ministry of Education, Government of India and State Governments in the implementation of vocationalisation of education in schools, under the National Skill Qualifications Framework (NSQF).

**Research:** Promote and conduct research to gain new knowledge and to bring about qualitative improvement in the vocationalisation of education.

**Development:** Develop curricula, student textbooks and teacher guides, with the help of experts in different disciplines from organizations or industries to cater to the requirement of educational resources for vocational education in schools.

**Training:** Conduct training programmes for the key functionaries and vocational teachers in collaboration with States/UTs on aspects related to vocational pedagogy, employability skills and emerging technologies, such as Information and Communication Technology, Entrepreneurship and Innovation, Industry 4.0, etc.

**Extension:** Share experiences and ideas on VET through extension activities, including awareness programmes and information dissemination through the publication of Newsletter, Journal and social media.

## STRENGTHS AND CAPABILITIES

### Vibrant Green Campus

The campus facilities have been developed to encourage visitors and learners to explore, discover and enrich themselves with academic knowledge and vocational skills. The Institute's campus creates an interactive learning environment for learners and cultivates a passion for vocational learning. It also offers opportunities to develop interests and talents through various extracurricular activities. Each classroom and laboratory has been built with specialized facilities for trainees of different vocational disciplines so that they can gain know-how and practical skills in their chosen areas.

### Teaching Excellence

The Institute's highly qualified team of PSSCIVE possesses academic and practical experience in vocational pedagogy, training and research. The Institute fulfils the tasks related to the pedagogical and organisational provision of vocational education and training in secondary schools, practical training centres and apprenticeship training.

### Strong Network with other Organisations

The Institute strive to forge long-term partnership in support of programme planning, design and development. The Institute has direct and indirect support from the industry in the form of sharing of information, interactive learning activities and opportunities for industry visits and hands-on training.

## MAJOR ACHIEVEMENTS



## 2. ABOUT DIPLOMA IN VOCATIONAL EDUCATION AND TRAINING

### 2.1 Overview of the Programme

To address the need for trained vocational teachers in the country, the PSS Central Institute of Vocational Education (PSSCIVE) has developed a Diploma programme in Vocational Education and Training. This programme is offered through a combination of distance and contact learning to provide access to in-service teachers who wish to enhance their skills in vocational education and training.

The Diploma programme consists of eight compulsory papers and two elective papers, and trainees are required to complete an internship and project work. The curriculum and course materials for each paper are prepared by qualified faculty from PSSCIVE and experts in the relevant field. The programme will be delivered in a blended teaching-learning mode, which includes a combination of distance learning, face-to-face contact learning, and a practicum component.

The practicum component of the programme provides learners with opportunities for school and industry-based training, enabling them to acquire the necessary knowledge and skills required for effective teaching and training. Through the internship programme and project work, teachers/trainees will develop the necessary understanding and skills required for conducting skill-based training in the relevant field.

The syllabus section of this document provides the rationale, objectives, and unit contents of each paper in the Diploma programme. By completing this programme, teachers/trainees will be equipped with the necessary skills to provide quality vocational education and training. The DVET Program offered by PSSCIVE conforms to the guidelines set out in the National Education Policy of 2020.

### RECOGNITION

Pandit Sunderlal Sharma Central Institute of Vocational Education, Bhopal is a constituent unit of National Council of Educational Research and Training (NCERT), under Ministry of Education, Government of India.

### 2.2 Aims and Objectives

#### Aims

The aim of the program is to enhance the skills and knowledge of teachers and professionals in the field of vocational education and training, with the aim of strengthening the vocational education system.

#### Objective

The DVET program aims to instill the following in its trainees:

- The ability to teach vocational education and training concepts effectively through instruction and learning
- The process of developing, implementing, and evaluating curricula
- The utilization of appropriate methods and media to enhance vocational teaching and learning outcomes
- The selection of valid and reliable methods for student assessment and evaluation

- The integration of ICT tools in teaching, learning, and evaluating vocational courses
- The provision of vocational guidance and support systems for students
- The development of employability skills
- The enhancement of research capabilities related to vocational education and training issues
- The application of vocational skills in a work-related environment

## 2.3 Highlights of the Programme

It is the first of its kind of programme in the country, which is designed to train the students in theory and practice of vocational pedagogy, vocational research, ICT application in teaching-learning, and internship programme through blended and flexible learning mode. The curriculum is learning-outcome based, so that teachers and learners can understand what they need to demonstrate at the end of the course. This programme will help fill the knowledge and skill gap between the existing and future vocational pedagogical requirements in schools.

## 2.4 Target Group

The program is appropriate for individuals seeking to establish a career in the field of vocational education and training, and is accessible to both pre-service and in-service candidates.

## 2.5 Eligibility Criteria

To be eligible for the Diploma in Vocational Education and Training program, applicants must possess the qualifications listed below:

**Essential:** A Bachelor's Degree or an equivalent qualification in any field from a University or Institution recognized by the Government.

**Desirable:** At least one year of experience teaching vocational courses in a school or working in an industrial setting.

## 2.6 Medium of Instruction

As English is the language of instruction, a fundamental level of written and spoken English proficiency will be necessary.

## 2.7 Study Centre

PSS Central Institute of Vocational Education (PSSCIVE), Shyamla Hills, Bhopal

## 2.8 Number of Seats and Reservation Policy

The maximum numbers of seats are 70 (Seventy). The PSSCIVE provides reservation in admission for various categories of learners, including Scheduled Castes, Scheduled Tribes, non-creamy



layer of OBC, Economically Weaker Sections (as notified by MHRD through OM 12-4/019-U1 in January 2019), and Physically Handicapped learners, in accordance with the Government of India rules for admission to its DVET programme. However, any learner found to have submitted a forged certificate under any category will not only have their admission cancelled but also face legal action, as per the rules of the Government of India. Reservation of seats: EWS-10%, OBC(NCL)-27%, SC-15%, ST-7.5%, and PH-4%.

## 2.9 Programme Duration:

The DVET program spans over one year and is divided into four trimesters, as outlined below:

Trimester	Mode	Activity	Duration
I	Distance	Self-learning, online classes, assignment, portfolio, examination.	3 months (October - December)
II	Distance	Self-learning, online classes, assignment, portfolio, examination.	3 months (January - March)
III	Distance cum-Contact	Online classes, hands-on activities, field trip, assignment, portfolio, expert lectures, examination.	3 months (April - June) Distance (April - May) Contact (May - June)
IV	Contact	Internship and Project Work at any location in India	3 months (July - September)

## 2.10 Programme Structure

The DVET programme comprises theoretical instructions, practical work, internship and project work. The theory programmes are with the basic elements of vocational education and training system and pedagogy of vocational education. The programme has a total of 36 credits and 1100 marks. Complete details of the DVET programme are given in the "Programme Guide", available on the website [www.psscive.ac.in](http://www.psscive.ac.in). The programme structure is divided into the following four Trimesters:

### TRIMESTER - I

**Mode:** Distance (Guided Self-Learning)

**Duration:** (October - December) (3 months)

Sr. No.	Paper Code	Paper title	Credits	Marks
1.	DVET-101	Vocational Education and Training System	03	100

2.	DVET-102	Curriculum Development, Implementation & Evaluation	03	100
3.	DVET-103	Instructional Design and Development	03	100
<b>TOTAL</b>			<b>09</b>	<b>300</b>

## TRIMESTER – II

**Mode:** Distance (Guided Self-Learning)

**Duration:** (January - March) (3 months)

Sr. No.	Paper Code	Paper title	Credits	Marks
4.	DVET-201	Assessment and Evaluation	02	50
5.	DVET-202	Vocational Guidance and Counselling	02	50
6.	DVET-203	Employability Skills Development	03	100
7.	DVET-204	Research in Vocational Education and Training	03	100
<b>TOTAL</b>			<b>10</b>	<b>300</b>

### TRIMESTER - III

**Mode:** Distance-cum-contact

**Duration:** 3 months (April – June) (3 months)

Distance (April – May) ; Contact (May – June)

Sr. No.	Paper Code	Paper title	Credits	Marks
8.	DVET-301	ICT Application in Vocational Education and Training	03	100
<b>* Elective Papers Two (choose any ONE relevant Sector from the following)</b>				
<b>Sector: AGRICULTURE</b>				
9.	DVET 302-Ag	Advances in Agriculture	03	100
10.	DVET 303-Ag	Advances in Horticulture	03	100
<b>Sector: IT/ITeS</b>				
11.	DVET 302-IT	Multimedia and Web Technology	03	100
12.	DVET 303-IT	Artificial Intelligence Assistant	03	100
<b>Sector: HEALTH CARE</b>				
13.	DVET 302-Hc	Changing Health Care and Education Context	03	100
14.	DVET 303-Hc	Infection, Prevention and Control	03	100
<b>Sector: RETAIL</b>				
15.	DVET 302-Re	Fundamentals of Marketing and Salesmanship	03	100
16.	DVET 303-Re	Retail Marketing Management	03	100
<b>Sector: AUTOMOTIVE</b>				
17.	DVET 302-Au	Automobile Technology Development	03	100
18.	DVET 303-Au	Automobile Sales and Marketing	03	100
<b>Sector: APPAREL, MADE-UPS AND HOME FURNISHING</b>				
19.	DVET 302-Ap	Hand Embroidery	03	100
20.	DVET 303-Ap	Hand Embroidery- Adda work	03	100
<b>Sector: TOURISM AND HOSPITALITY</b>				
21.	DVET 302-TH	Fundamentals of Tourism and Hospitality	03	100
22.	DVET 303-TH	Advances in Tourism and Hospitality	03	100

<b>Sector: BANKING FINANCEAL SERVICES &amp; INSURANCE</b>				
23.	DVET 302-BI	Indian Financial System	03	100
24.	DVET 303-BI	Financial Institutions and Services	03	100
<b>Sector: FOOD PROCESSING</b>				
25.	DVET 302-FP	Fundamentals of Food Science & Technology	03	100
26.	DVET 303-FP	Advanced Food Processing & Preservation	03	100
<b>Sector: SECURITY</b>				
27.	DVET 302-SE	Security Systems in India	03	100
28.	DVET 303-SE	Private Security Systems	03	100
<b>TOTAL</b>			<b>09</b>	<b>300</b>

\* Contact programme will be for 30 days.

## TRIMESTER - IV

**Mode:** Contact

**Duration:** (July - September) (3 months)

<b>Sr. No.</b>	<b>Paper Code</b>	<b>Paper title</b>	<b>Credits</b>	<b>Marks</b>
1.	DVET-401	Internship in School (1 month)	2	50
2.	DVET-402	Internship in Industry (1 month)	2	50
3.	DVET- 403	Project Work (1 month)	4	100
<b>TOTAL</b>			<b>08</b>	<b>200</b>

### 2.11 Evaluation and Examination

The scheme of examination will be made available on the website of PSSCIVE. In Trimester I and II, the students will be evaluated under three components i.e. Assignments 30%, Portfolio 20% and Written examination 50% weightage. Trimester III is in distance cum contact mode and the trainee will be evaluated on four parameters, Assignment 10%, Portfolio 10%, Skill/Practical based continuous assessment 60% and Written examination 20%. Trimester IV is in distance mode and the trainee will be assessed and evaluated in internship and project work.

### 2.12 Certification

After successful completion of the programme, the Diploma will be awarded by the PSS Central Institute of Vocational Education, Bhopal.

## 2.13 Admission Procedure

To seek admission in the Diploma Programme, candidates must download the APPLICATION FORM format from the PSSCIVE website ([www.psscive.ac.in](http://www.psscive.ac.in)) and fill it as per the instructions provided. Candidates must pay a non-refundable application fee of Rs. 500 (online payment preferred) and submit the completed application by speed post / in-person to DVET Coordinator, PSS Central Institute of Vocational Education (PSSCIVE), Shyamla Hills, Bhopal - 462 002, well before the due date. Applications that are received after the designated due date will not be considered, regardless of the reason for their delay. Applications without the application fee, incomplete data, without a signature, or proof of claim will not be accepted.

Screening of the applications will be conducted by a Screening Committee constituted by the Joint Director, PSSCIVE, Bhopal. A merit list will be prepared based on the marks obtained in the qualifying examination and as per the government of India reservation policy. Candidates who are selected will be informed through e-mail/telephone/post, and the list of selected candidates will be available on the Institute's website ([www.psscive.ac.in](http://www.psscive.ac.in)). After selection, candidates must pay a Programme Fee of Rs. 10,000 to confirm their admission.

Physical cross verification of documents will be conducted at an appropriate time, and if any discrepancy is found, the admission of the candidate will be cancelled, and disciplinary action

will be taken. For any queries, candidates can send an e-mail message to DVET ([dvet@psscive.ac.in](mailto:dvet@psscive.ac.in)).

### **The account details for NEFT/RTGS are as follows:**

1. Name of the Account: PT SUNDERLAL SHARMA C I V E
2. Account Number: 10121604354
3. Name of the Bank: STATE BANK OF INDIA
4. Name of the Branch: R.C.E. Bhopal
5. IFSC Code: SBIN0002889

### **Programme Fee**

The selected candidates are required to pay a non-refundable programme fee of Rs. 10,000 (Rupees Ten Thousand only) by online mode from any Nationalized bank. Tuition fee (Rs.2,000/-) is exempted for applicants belonging to SC/ST.

Programme Fee: Rs.10,000

(a)	Admission Fee	:	1,000
(b)	Tuition Fee (No Tuition fee for SC/ST)	:	2,000
(c)	Study Material, Examination fee, etc.	:	7,000
			-----
		Total	: 10,000
			-----

### **Hostel and Canteen Facility**

During the contact learning period of Trimester-3, candidates are required to bear the expenditure towards boarding and lodging. However, for non-local candidates, boarding and lodging facilities are available upon request at the Training Hostel of PSSCIVE, in accordance with NCERT norms. To avail of these facilities, candidates must indicate their requirements in the application form and make advance payment for the entire period upon arrival at the PSSCIVE Hostel.

### **Accommodation**

The availability of hostel facilities is subject to request, and it follows a first-come, first-served basis. The charges for accommodation in a shared room with AC are Rs. 100 per day. Please note that the hostel does not permit family members to stay with guests.

### **Meals**

The Institute offers a canteen facility to its patrons, which serves solely vegetarian meals. The cost of meals may differ based on the type of meal chosen.

\*Please note that the charges for both accommodation and meals are subject to change in accordance with NCERT norms.

## **2.14 Admission Schedule**

<b>S. No.</b>	<b>Particulars</b>	<b>Important Dates</b>
1.	Advertisement for DVET	9 September, 2024 as notified on PSSCIVE website
2.	Last Date for Receipt of Application Form for Admission	23 September, 2024
3.	Commencement of the Programme	1 October, 2024



## DVET PROGRAMME





**PSS Central Institute of Vocational Education**  
(a constituent unit of NCERT, under Ministry of Education, Government of India)  
**Shyamla Hills, Bhopal-462 002, Madhya Pradesh, India**

**APPLICATION FORM**  
**Application for Admission to**  
**Diploma in Vocational Education and**  
**Training**  
(Distance-Cum-Contact Mode)  
**Batch: 2024-2025**

Affix  
your latest  
passport size  
colour  
PHOTOGRAPH

Details of Application Fee Paid (to be filled by the candidate)	FOR OFFICE USE ONLY
UTR No. _____	Application Reg. No. _____
Bank Name _____	Fee Rs. 500 Paid: YES / NO
Date of payment _____	Application received on _____
Amount Rs. _____	Application: Complete / Incomplete (Reason _____)
Mode _____	Admitted / Not-admitted (Reason _____)
Any other remarks:	Fee Rs. 10,000 / 8,000 Paid: YES / NO
	Category: SC / ST / OBC-NCL / EWS / PH
	Enrollment No. _____

FILL THE ENTRIES IN CAPITAL LETTERS IN ENGLISH  
\*Read the instructions given at the end.

**1. Personal Details**

**Name of the Candidate (First Name - Middle Name - Surname):**

**Mother's Name:**

**Father's / Husband's Name (Strick out whichever is not applicable):**

**Address for Correspondence:**

**District:**

**State:**

**Postal PIN Code:**

**Mobile No:**



**WhatsApp No:**

**E-mail ID:**

**Date of Birth (dd/mm/yyyy):**

**Age in years:**

**Gender: Male/ Female/ Transgender**

**Nationality: Indian / Others**

**Category (As per central govt. norms) (\*Attach self-attested copy of certificate):**

**EWS / OBC (Non-Creamy Layer) / SC / ST / PH / GENERAL**

## 2. Educational Qualifications

S. No.	Name of the Examinations Passed	Subjects Studied	Board / University	Year of Passing	Percentage of Marks**
1.	Class 10 or equivalent				
2.	Class 12 or equivalent				
3.	Bachelor's Degree* (write the name of the Bachelor's Degree Which makes you eligible for this programme)				
4.	Any other				

\* Attach a copy of the Bachelor's Degree and its Marksheets.

\*\* convert CGPA into a percentage, and attach proof for the calculation.

## 3. Employment Status

**Employment Status: Employed / Unemployed / Student**

**If Employed:**

**Type of School: Govt./Govt. aided/ Unaided**

**Name of School with address:**

**Designation:**

**Nature of Post: Temporary/Permanent**

## 4. Any other Experience:

## 5. Applicant Information Form (DVET 2024-25):

You are required to fill the '**Applicant Information Form (DVET 2024-25)**' through ONLINE GOOGLE FORM by clicking the LINK given below and submit online.

<https://docs.google.com/forms/d/11SdhsPHLKISmBxAa7X2qhieZYMIzFISP4ekYncWaYbw/edit>

## DECLARATION BY THE CANDIDATE

I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. If any information is found to be wrong at any stage, the institute shall terminate me from the programme and take appropriate action. I will not claim for refund of any fee paid by me to this Institute. I hereby declare that I have read and understood the conditions of eligibility for the DVET programme for which I seek admission. Further, I have carefully studied the DVET Programme Guide and I accept them and shall not raise any dispute in future over the same rules.

Place: \_\_\_\_\_

Signature of the applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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

### CHECKLIST

**Photograph**  
**Application fee**  
**Degree Certificates**  
**Degree Mark sheets**  
**Category Certificate**  
**Signature**

### INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ADMISSION IN DVET PROGRAMME (2024-2025)

Please read the following instructions carefully before filling in the application form.

1. Application form can be downloaded from PSSCIVE website ([www.psscive.ac.in](http://www.psscive.ac.in)).
2. Application form should be filled legibly in English (CAPITAL LETTERS) using blue/black pen.
3. Attach receipt of online payment of application fee Rs. 500 (non-refundable).
4. Attach Self-attested photocopy of Bachelor's Degree and marksheet, which makes you eligible for this programme.
5. Attach Self-attested photocopy of Category certificate, if applicable (only certificate as per Central Government Format is accepted with due validity).
6. All documents will be verified with the original documents during contact programme.
7. Correspondence will be made to your e-mail, mobile phone or postal address provided in the application form, and we will not be responsible for any mistake in it.
8. Please note that any request for change of any information provided in the application shall not be entertained after the submission of application form.
9. Complete information about the Diploma programme is available in the Programme Guide and Prospectus available on the website of PSSCIVE ([www.psscive.ac.in](http://www.psscive.ac.in))
10. For any query, please send email message to: [dvet@psscive.ac.in](mailto:dvet@psscive.ac.in) and mention your Name and mobile number in it.
11. On the top of the envelope containing the prescribed application form, please mention "APPLICATION FORM for DVET".
12. Application form must reach within the prescribed date at the following address: -  
DVET Coordinator,  
PSS Central Institute of Vocational Education (PSSCIVE),  
Shyamla Hills, Bhopal-462 002  
\*Check our website [www.psscive.ac.in](http://www.psscive.ac.in) for any updates.



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**Ph.: +91-755-2660691, 2660651, 2704100, 2660564**

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