

Government of Pakistan
Ministry of Federal Education & Professional Training
National Training Bureau
39, H-9, Islamabad

No.1(31)NTB-TT&C/2014

Islamabad the, 18th June ,2015.

SUBJECT: AFFILIATION/REGISTRATION


Reference your application for affiliation/registration with National Training Bureau.

2. Director General, NTB has been pleased to affiliate/register Pakistan Institute of Rehabilitation Sciences, Islamabad in the following trades for a period of two year with immediate effect.

1. Diploma in Orthopedic Technology(Orthotic Technician)
2. Diploma in Orthopedic Technology(Prosthetic Technician)

3. TORs are attached for strict compliance.

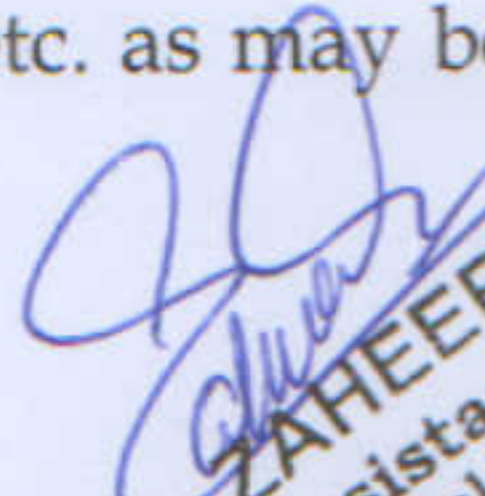
Dr.Farrukh Seir,
Executive Director,
Pakistan Institute of Rehabilitation Sciences,
Lehtarar Road, Farsah Town,
Islamabad.


(ZAHEER AHMAD)
Assistant Director(TT&C)

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TOR's for Registration/Affiliation: -(Revised w.e.f. 01.07.2015)

- i. Registration/affiliation fee will be 25500/- (500 application fee, non refundable) once at the time of registration and the annual fee for renewal of registration/affiliation is Rs.2000/- per trade/year. Registration/Affiliation will be affective after receipt of the amount.
- ii. The registration forms of trainees will be submitted to National Training Bureau immediately after completion of the admission process (Hard & soft copies), but not later than 15 days after cutoff date.
- iii. Frequent visits of the Institute would be undertaken by representatives of National Training Bureau to examine the training activities. Conveyance will be provided by the Institute both for inspection and at the time of examination.
- iv. The schedule of the examination/trade test shall be finalized at least 15 days in advance.
- v. Institutes are not authorized to issue certificate bearing NTB/Government of Pakistan Logo. Certificates will only be issued by the NTB.
- vi. Minimum 02 sets of question papers or as desired by NTB, will be submitted at least 15 days before Trade Test / Examination schedule.
- vii. Institute will submit sessional marks proforma one week prior to the examination schedule. Students who do not fulfill the basic criteria (90% attendance, 40% theory & 60% practical) will not be allowed to appear in the trade test.
- viii. The institute will not enroll trainees beyond approved capacity (equipment trainee ratio).
- ix. Instructional staff will be trained regularly from National Training Bureau.
- x. Sufficient training material will be provided to the trainees according to approve curricula.
- xi. Changes in course and duration if any shall only be allowed with the prior approval of National Training Bureau, after due inspection of the institute.
- xii. Advertisement for admission shall be given under intimation to NTB.
- xiii. The Institute shall be governed by such rules and orders relating to Registration, Affiliations, Examinations, Certification, etc. as may be issued from time to time by the National Training Bureau.


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- xiv. Institutes are required to apply for extension of renewal, if they desire so, otherwise registration shall automatically stand expired. The registration shall be renewed on yearly basis, based on the performance of the institute.
- xv. The Institute will maintain attendance of trainees and furnish to NTB along with sessional marks both for theory and practical. Minimum 90% attendance, 40% marks in Theory & 60% marks in Practical are pre-requisite to become eligible to appear in the final examination which will be conducted under the umbrella of National Training Bureau. Condoning of shortage of attendance up to 5% on medical grounds or for other cogent reasons is authorized to the Head of Institute/Principal.
- xvi. Rs. 500/- per trainee will be charged on account of registration and trade testing/certification etc. Re-test fee will be Rs.1000/trainee/chance.
- xvii. If the institute fails to start classes within (03) three months after registration, and does not register trainees with NTB, the affiliation will automatically stand as cancelled.
- xviii. Institutes are registered/affiliated to impart Vocational Training only. Institute running any other courses without approval of concerned authority (other than NTB), will be responsible for any legal action and NTB will not be a party to it in any case.
- xix. Institute entering into MoU or agreement with any other NGO/Department etc on the basis of NTB's affiliation/registration, they will be bound to get approval from NTB, otherwise affiliation/registration will be considered as cancelled.
- xx. Website of NTB "www.ntb.gov.pk" may be visited for details of charges and relevant rules etc.
- xxi. The National Training Bureau reserves the right to cancel affiliation/registration at any time without assigning any reason which cannot be challenged in any Court of Law.


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