

**Form for the State Awardees/Mastercraftsmen to be empanelled by the Department under the
Mastercraftmen Scheme**

To,

The General Manager

District Commerce & Industries Centre, _____

Name of District: _____, Meghalaya

Subject: Application for undertaking of conducting of Training in the Trade of
_____ during the year _____

Sir/Madam,

In response to your recent advertisement for the purpose stated above, I have the honour to submit
herewith details of particulars favour of my Institute as follows:

1. Name of the Master Craftsperson / State Awardee :
2. Date of Birth :
3. Father's/Guardian's Name :
4. Permanent Address :
5. Name & Address of the proposed training location :
6. Contact Number :
7. Name of Craft specialised in :
8. Years of experience :
9. Details of Awards/Recognition (if any) :
(certificate to be enclosed)
10. Udyam Registration No. & Date/Any other :
Registration (enclose copy)
11. EPIC of the Master Craftsperson / State Awardee :
12. Tools & equipment available at the training venue :

13. Proposed intake capacity of trainees
(Attach separate sheet for list) :
14. Details of raw material used during the training :
15. Bank Details of the Mastercraftsman
(Enclose first page of passbook) :
16. Nationality :
17. Category (ST/SC/OBC/Others)
(Enclose Certificate) :

Yours Faithfully

Signature and Seal of the State
Awardee/Mastercraftsman

Date:

.....

(For Office Use Only)

Verified by DCIC : **Yes/No**

Comments :

Recommended by DCIC : **Yes/No**

Comments :

Approved by Directorate : **Yes/No**

Comments :

Application Form to be filled by Applicant under Mastercraftsman Scheme

To,

The General Manager
District Commerce & Industries Centre, _____

Name of District _____, Meghalaya

Passport size
photo

Subject: Application for undergoing training in the Trade of _____

Under M/S _____ for the year _____

Sir/Madam,

I hereby offer myself as a candidate for the training Programme. My particulars are as follows:

Sl No	Applicants Details	
1.	Full Name of the Applicant	
2.	Present Postal Address	
3.	Permanent Postal Address	
4.	Father's/ Guardian's Name	
5.	Date of Birth (enclose copy of certificate)	
6.	Educational Details (enclose copy of certificate)	
7.	Any other qualification/ experience/ training received etc. (enclose copy of certificate)	
8.	Bank Account Number	

Sl No	Applicants Details	
9.	Name of the Bank (enclose copy of the first page of Passbook)	
10.	EPIC Number (Enclosed copy)	
11.	Nationality	
12.	Category (ST/SC/OBC/Others) (Enclose Certificate)	
13.	Contact Number	

NB- Please encloses 2 Nos. passport size photographs.

Place: _____

Date: _____

Signature of Applicant: _____

Remarks of Mastercraftsman:

Signature and Seal of Mastercraftsman

Date:

.....
(For official use only)

Remarks of Verifying Officer:

1. Selected/Rejected:

2. Remarks:

Signature and Seal of the Inspection Officer

(For official use only)

Countersignature and Seal of the General Manager, DCIC

Stipend Disbursement Register (for Official use)

District: _____ Master Craftsperson: _____

Trade: _____ Period of Training (DD/MM/YYYY) _____

Sl No	Trainee Name	Month 1 (₹3,000)	Month 2 (₹3,000)	Month 3 (₹3,000)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					

Signature & Seal of Officer (DCIC Officer): _____

Date: _____

Countersigned & Seal by General Manager: _____

Date: _____

Toolkit Disbursement Register (for Official use)

District: _____ Master Craftsperson: _____

Trade: _____ Period of Training (DD/MM/YYYY) _____

Sl No	Trainee Name	Toolkits details provided	Date	Signature	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature & Seal of Officer (DCIC Officer): _____

Date: _____

Countersigned & Seal by General Manager: _____

Date: _____

Master Craftsperson Disbursement Record

Honorarium Month 1	₹20,000 Date: _____
Honorarium Month 2	₹20,000 Date: _____
Honorarium Month 3	₹20,000 Date: _____
Raw Material Support	₹5,000 × 10 trainees = ₹50,000
Rent for Training Facility	₹5,000 (for one batch)
Total	

Signature & Seal of the Mastercraftsman: _____

Date: _____

Signature & Seal of Officer (DCIC Officer): _____

Date: _____

Countersigned & Seal by General Manager: _____

Date: _____

Self-Declaration by the Individual on Rs 50/- e-Stamp Paper

TO WHOM IT MAY CONCERN

This is to certify that Shri / Smti _____, son/daughter of _____, a permanent resident of _____, situated in the State of Meghalaya, is confirmed to be satisfying the following criteria:

- a) The individual is not a State or Central Government employee, whether full-time, contractual, or retired and drawing pension.
- b) The individual is not employed with Public Sector Undertakings (PSUs), their subsidiaries, or divisions.
- c) The individual's job is not related to politics, such as being an MLA, MP, MDC, or any person actively seeking such positions.
- d) The individual is not a registered Class-I contractor.
- e) The individual is not a consultant currently engaged with either State or Central Government departments.

This certificate is issued in good faith and for official purposes.

Signature of the Individual: _____

Name: _____

Self-Declaration of Individual

I, Shri / Smti _____, hereby declare that the above information provided is true and correct to the best of my knowledge and belief. I understand that furnishing false or misleading information may lead to disqualification or any other legal consequences as deemed appropriate.

Signature of the Individual: _____

Name: _____

Date: _____

Place: _____