



**GOVERNMENT OF PAKISTAN**  
**NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION**

Headquarters, Plot # 38, Kirthar Road, Sector H-9/4, Islamabad  
P: +92-51-9044111, F: 051-9206638, [www.navttc.gov.pk](http://www.navttc.gov.pk)



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

### How to apply

- Fill the online application on [reg.navttc.gov.pk](http://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. **Principal:** Principal CNIC Copy (Front, Back), Degree/Certificate Copy, Experience Certificates, Curriculum Vitae (CV), Profile Picture, Appointment Letter
  - b. **Ownership:** Ownership Deed (if owned), Property Registration Document (if owned), Lease Agreement (if leased), Rental Agreement Registration
  - c. **Building Layout:** Building Approval Certificate, Approved Layout Plan, Fire Safety Certificate, Building Insurance, Structural Safety Certificate
  - d. **NTN & FBR:** NTN Registration Certificate, Sales Tax Certificate, Income Tax Returns (Last 2 Years), Tax Clearance Certificate
  - e. **Compliance:** Affidavit Document (On Stamp Paper), Signatory CNIC Copy (Front, Back), Board of Directors/Partners List, Directors/Partners CNICs (All CNICs Compiled)
  - f. **Registration:** Certificate of Incorporation, Memorandum of Association, Articles of Association, Partnership Deed, Form C or D, Trust Deed, Affidavit
  - g. **Staff:** Photo, CV/Resume, Appointment Letter, CNIC Copy (Front, Back), Job Description
  - h. **Classrooms:** Classroom (Front, Side, Board) View Photo
  - i. **Labs:** Lab/Workshop Front View, Lab Equipment View, Lab Working Area View, Lab Safety Equipment View
  - j. **Biometric:** Biometric Device Photos, Sample Attendance Report, System Installation Certificate, Purchase Invoice
  - k. **CCTV:** DVR/NVR Photos, CCTV Monitor Room Photo, Cameras at Entry Points, Cameras in Classrooms, Cameras in Labs, Sample Camera Footage, Installation Certificate
  - l. **Health & Safety:** Dispensary Photo, First Aid Kit Photo, Medical Staff Certificate, Fire Extinguisher Photos, Fire Safety Training Certificate, Emergency Exit Plan, Safety Signage Photos, Electrical Safety Certificate
  - m. **PWD:** Ramp Photo, Wheelchair Photo, PWD Toilet Photo, Washrooms Photos, MOU Documents, Placement Records, Sports Area Photos, Hostel Photos, Vehicle Registration, Library Photo, Library Catalog, Feedback Form Sample, IT Lab Photo, Sustainability Evidence, Parking Area Photo, Staff Room Photo, Water Facility Photo
  - n. **Financials:** Bank Statement (Last 3 Months), Bank Account Certificate, Budget Allocation Document
- ii) The Registration shall be issued for the specific premises.
  - iii) Every application regarding sub-campus/branch or franchise shall be separately submitted.
  - iv) 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.
  - v) The name of Institute shall depict it to be Technical. Vocational or Commercial College / Institute / Centre or School.

- vi) 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.
- vii) 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.
- viii) The Registration shall be valid only for the duration as mentioned on the Registration Certificate.
- ix) 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.

x) **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).

xi) **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](http://www.navttc.gov.pk)



## Requirements for Registration

(New Institutes/TTCs/RPL/Affiliation/Renewal)

### How to apply

- Fill the online application on [reg.navttc.gov.pk](http://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.

### 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 "NAVTTC-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
- 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;

### **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.