

NO. DGT-CITS/1/2020-TTSection (efile-E 34339)  
 Government of India  
 Ministry of Skill Development & Entrepreneurship  
 Directorate General of Training  
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Employment Exchange Building, Library Avenue,  
 Pusa Campus, New Delhi-12, Dated 25.06.2021

To,

1. All the State Directors / Commissioners dealing with CTS
2. All the Regional Directors, RDSDE, DGT, MSDE
3. All the Principals, NSTIs/ NSTI(W), DGT, MSDE

**Subject: - Programme of All India Trade Test of Craft Instructor under CITS (RPL) 1<sup>st</sup> Supplementary Exam- July, 2021**

Sir/Madam,

It has been decided to conduct All India Trade Test of Craft Instructor under CITS (RPL) 1<sup>st</sup> Supplementary Exam in the month of July,2021 as per programme given below: -

DATE	TIME	Engg./Non-Engg. Trades	REMARKS
19.07.2021 (Monday)	09.30 AM	Engg. Drawing*	*For all Engineering Trades (Excluding RODA, DMM, DMC, Surveyor or DM(Architect))
	02.30 AM	Vocational Science & Calculation (Practical)/Soft Skill & English Communication (Practical)	
20.07.2021 (Tuesday)	09.30 AM	Trade Practical	
22.07.2021 (Thursday)	09.30 AM	Training Methodology (Practical)	
23.07.2021 (Friday)	09.30 AM	-do-	
24.07.2021 (Saturday)	Online examination for Theoretical Subjects (Trade Theory, Trade Skill, Workshop Calculation & Science, Workshop Calculation, Workshop Science, Vocational Science & Calculation, Soft Skill & English Communication and Training Methodology) Time and venue of Examination Centres etc. will be printed on Hall Ticket		

(Lunch break from 01.00 PM to 01.30 PM for Practical Exam only)

\*30 minutes time to be given to each trainee for Teaching Demonstration.

**Note: -** The practical test may be conducted upto 06.00PM on each day depending upon the duration of the question paper. The question papers (Password protected) of Engg. Drawing and Practicals will be provided through e-mail by TT Cell, DGT (HQ), Pusa one hour before the commencement of exams on respective dates as per prevailing practice. Detailed guidelines are enclosed.

In case of any query, please contact TT Cell on landline no.-011-25847031.

Copy to: -

1. Sr.PPS to DG(T) / Addt. Secy, for kind information.
2. PPS to DDG(SS) for kind information.
3. Director (CFI) for kind information & necessary action.
4. Shri, N.Nath, DDT NIMI Chennai.
5. Shri, Herman J. / Subhankar Bhowmik NIMI Chennai for necessary for information & necessary action.

  
 (R.P. Dhingra)  
 Director, TT Cell

ANNEXURE-I

GENERAL INSTRUCTIONS AND GUIDELINES

GENERAL INSTRUCTIONS

- i. All stakeholders are requested to check NEWS & UPDATES daily on NCVT MIS Portal & NIMI Chennai for latest information regarding AITT examination.
- ii. The question papers of AITT of Craft Instructor under CITS (RPL) 1<sup>st</sup> Supplementary Exam for Practical & Engineering Drawing (ED) of all trades will be provided by TT Cell DGT as per prevailing practice.
- iii. In lieu of prevailing COVID-19 circumstances, Standard operating Procedure (SoP) and guidelines issued from State Government / Central Government and Local authority as applicable for Covid-19 shall be strictly followed by all Stake holders while conducting the Examination.
- iv. No examinee shall adopt any kind of unfair means during the conduct of examinations and thereafter. If any examinee is found doing so stringent disciplinary actions along with debarment from any examinations conducted by DGT, MSDE shall be initiated.

EXAMINATION GUIDELINES

A. Eligible Candidates

- i. Eligible candidates include: - CITS (RPL) candidates of Ex-Failed / Absent candidates of AITT of Craft Instructor under CITS (RPL) May / June 2019.
- ii. Activity schedule for registration is as follows: -

S.No.	Activity	Time period
1	Registration of candidates on Computer Based Test (CBT) exam portal. <a href="http://www.nimionlineadmission.in">www.nimionlineadmission.in</a>	01/07/2021 to 08/07/2021
2	Downloading of Admit Card (Hall Ticket).	12/07/2021 onwards
3	CBT at predefined exam centre.	24/07/2021

- iii. All eligible candidates have to register them self on the NIMI exam portal. **Candidates without Portal generated Hall Ticket will not be allowed to appear in AITT.**
- iv. Candidates are requested to check notification on NIMI Portal for generation for Hall Tickets, in case of any issues in generating the same trainees must contact TT Cell DGT (HQ) at 011-25847031.
- v. Deposit of examination fee is not required by the candidates as the fee had already been deposited at the time of first registration.

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**B. Venue of Exam / Exam Centres**

Exam Centre for CBT, Engineering Drawing, Trade Practical, Vocational Sc. & Calculation (Practical), Soft Skill & English Communication (Practical) and Training Metrology (Practical) shall be the nearest NSTIs / NSTIs (W). The decision for assigning the exam centre shall be taken by Director (TT Cell) / Controller of Examination. No request for change in exam centre shall be entertained in any case.

**C. Role of Regional Director, RDSDE: -**

- i. Responsible for smooth conduct of the examination.
- ii. Arrangement / Procurement of Raw Materials as per Bill of Material (BOM).
- iii. Allocation and availability of duties of Exam Supervisor, Invigilators and other supporting staff.
- iv. Appointment and availability of Examiners/Evaluators for Engg. Drawing and Practical exam.
- v. Arrangement of computers for CBT exam with following configuration (minimum) in working condition: -
  - a) Internet – 4 MBPS
  - b) Power back up – Generator / UPS
  - c) Computer configuration – i5, 4 GB RAM (i3 min)
- vi. Arrangement of CCTV surveillance at entry, exit and examination rooms and recording of CCTV footage will be ensured. Recording will be kept with the examination in charge so as to produce the scene as and when required for future references.
- vii. Receiving of password for question paper of ED and Practicals from TT Cell, DGT(HQ).
- viii. Multiplication of question papers as per requirement.
- ix. Evaluation of Engg. Drawing & Practicals exams.
- x. Preparation of result sheet of Engg. Drawing & Practicals and submission to NIMI Chennai for compilation and one copy to TT Cell, DGT (HQ) for record purpose by the end of examinations.
- xi. Ensure the compliance of the Guidelines and SOP regarding safety of staffs and trainees from COVID-19, issued by Ministry of Home Affairs / State Govt. / Ministry of Health & Family Welfare in this regard time to time.
- xii. RDSDE to incur expenses for examinations from their budget.

**D. Role of NIMI Chennai: -**

- i. Planning for CBT as per details of candidates submitted by TT Cell, DGT(HQ).
- ii. Registration of candidates on the NIMI Portal. Link will be [www.nimionlineadmission.in](http://www.nimionlineadmission.in)
- iii. Mapping of Trades and candidates and sharing of list of candidates to concerned RDSDE and TT Cell DGT.
- iv. Generation and issuance of Admit Card / Hall Tickets through NIMI Portal / email of the candidates.
- v. Entertain grievances received by candidates related to registration, CBT exam.

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- vi. Preparation of Question Paper for CBT.
- vii. Smooth conduction of CBT at NSTIs / NSTI(W)s.
- viii. Compilation of Final Result and Submission to TT Cell, DGT (HQ) for onword submission to M/s WIPRO for declaration of result and issuance of e-marksheet / e-certificate to the candidates through NCVT MIS Portal.

**E. Examination Pattern, Question Paper and Duration of Examination**

- i. The examination paper for total-500 marks should consists of –
  - a. 1st day Morning session- Engineering Drawing-50 marks
  - b. 1st day Afternoon session – Vocational Sc. & Calculation (Practical), Soft Skill & English communication (Practical)-50 marks
  - c. 2nd day Full day- Trade Practical Examination (200 marks) extended to next day if required.
  - d. 3rd & 4th day Full day-. Training Methodology Practical examination-(100 marks)  
i.e.  
Lesson Plan development-20 marks  
Demonstration plan development-20 marks  
Lesson plan delivery in class room-30 marks  
Demonstration activity in workshop/Lab-30 marks
  - e. 5th day-CBT exam for 2 hours duration each shift -Theory paper consisting of 03 parts =150 marks
    - 1. Trade Theory – (25 question of 2 marks each = 50 marks)
    - 2. Workshop Science & Calculation / Vocational Science & Calculation / Soft Skill & English Communication question (25 question of 2 marks each = 50 marks)
    - 3. Training Methodology - (25 question of 2 marks each = 50 marks)
- ii. **The passing marks percentage will be 60% individually in every part of the examination.**  
Exam in the subject of Engineering Drawing for all Engineering Trades shall be of conventional type as per prevailing practice with **3 hours duration** (for each exam) and **maximum marks shall be 50** for each examination.
- iii. Engineering Drawing exam to be attempted on Drawing Sheet.
- iv. Question papers for Engineering Drawing and Practical examinations will be provided by TT Cell (DGT) to Regional Directorate and NSTI's concerned. Regional Directorate and NSTI's concerned to provide the same to all exam centres through Password protected email and Password has to be shared 30 minutes prior to scheduled time of exam via e-mail.
- v. There will no negative marking for wrong answer.
- vi. Trade Name, Trade Code, Subject, as applicable, Maximum Marks and Exam Duration shall be mentioned on the top of question paper for both Engineering Drawing (ED) and Practical.

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**No. DGT -CITS/1/2020-TTC Section Dated 25/06/2021**

- vii. Bill of Material will be provided by TT Cell (DGT) to all RDSDE at least 15 to 20 days before commencement of Practical exam to enable them to procure raw material well before the exam.

**F. Instructions for Trade Testing Centers**

- i. The exam centre should ensure timely purchase of raw material as per Bill of Material provided for both Practical and ED examination well before schedule of exam. The exam centre shall ensure readiness of examination room/ hall workshops and equipment's well before the scheduled examination date.
- ii. All NSTI/NSTI(W) will be centers for conducting Practical & Engineering Drawing examination and CBT exam.
- iii. Facility for multiplication (creating copies) of ED and Practical exam question papers must be available in-house in exam centre. Photocopy of question paper from outside of exam centre or movement of question paper outside the exam centre premises before completion of the exam is strictly prohibited.
- iv. The concerned Trade Testing Center must confirm appointment of Examiner for all trades and units appearing for examination at least 3 days before the scheduled examination as per the guidelines.
- v. The concerned Trade Testing Center must ensure that unit, trade and exam wise attendance sheet of trainees appearing for examination is prepared before the day of examination. The same must include Roll Number as per NIMI portal and should be provided to Examiner for concerned unit.
- vi. Standard operating Procedure (SoP) and guidelines issued from Ministry of Home Affair, State Government / Central Government and Local authority as applicable for Covid-19 protection shall be strictly implemented by the Trade Testing Centers.

**G. Instructions for Trainees Appearing in the Examination**

- i. All trainees must **USE ONLY NIMI ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD** during the examinations.
- ii. Trainees must cross-check their personal details and details of exams appearing in as provided on the admit card (hall ticket) at time of generating the admit card / hall ticket.
- iii. All trainees must report at exam centre at least one hour before the time of commencement of exam.
- iv. Examinee must use half an hour extra time given before the exam to fill all the details correctly on Answer Sheet of ED & Practical exams as printed on the admit card / hall ticket. The examinee is solely responsible for the particulars filled by him and no grievance / classification shall be entertained in this regard.
- v. For any other clarification, the trainees may contact concerned NSTI's of the RDSDE office from time to time. **They may also visit DGT website (dget.nic.in) and NIMI Portal** from time to time for any addition and alteration in above information.



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- vi. Standard Operating Procedure (SoP) and guidelines issued from Ministry of Home Affair, Central Government/ State Government and Local authority as applicable for Covid-19 prevention must be strictly followed by all trainees.

**H. Appointment of Examiner and Standard Operating Procedure**

- i. Appointment of Examiner-Regional Director, RDSDE shall prepare a panel of Examiner / Evaluator.
- ii. Evaluator Qualification - The evaluator called for evaluation should have minimum technical qualification of a diploma in respective engineering/non-engineering discipline. In case sufficient diploma holders are not available then instructor having qualification of NTC with minimum 03 years teaching experience may also be appointed as examiner.
- iii. One examiner shall not evaluate more than 2 units in practical examination of concerned trade in one session / exam i.e. at-least one external examiner must be appointed for every 2 units of trainees appearing for examination.
- iv. External Examiner / Evaluator will evaluate the practical job and Drawing sheet (ED) as per Evaluation Criteria, which will be provided on the same day of examination by TT Cell (DGT) for all trades.
- v. Invigilator on duty should ensure that the trainee fills all the details correctly like Roll Number (as per Admit Card/ Hall Ticket), Year, Paper etc. in prescribed place. The wrong entry of data may affect the result of that paper.
- vi. The examiner should report at exam centre at least 01 hrs. prior to commencement of examination and report to exam centre incharge.
- vii. The examiner should get attendance sheet of trainees having photograph of the trainee from exam centre in-charge.
- viii. All Engineering Drawing Answer sheets will be collected in their respective NSTI / NSTI(W) by the evaluator by the end of exam i.e. 24/07/2021.
- ix. The examiner should evaluate the job prepared and operation performed by the trainee during execution of job.
- x. Duly filled in and signed copy of detail of marks obtained by the trainees in ED & Practical should be submitted to NIMI through RD concerned and a copy of the same duly received by the should be retained by examiner. A copy will be also be submitted to TT Cell DGT (HQ).

**I. Appointment of Observer and Standard Operating Procedure**

- i. The Regional Director shall appoint centre observer to cover at least one centre on each day of examination of each state during the test. The observer would submit report to DGT within 02 week from the last date of the trade test through RD with a copy to Controller of Examination.

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- ii. The appointment letter / deputation letter has to be issued to observer by DGT/RDSDE specifying the schedule of examination and list of exams centre.
- iii. The observer should keep the copy of letter issued and a photo id proof while reporting at exam centre.
- iv. The observer should report to exam centre in-charge at exam centre at least 01 hour prior to commencement of examination.
- v. The observer should be available for full time of examination if deputed for single exam centre.
- vi. The observer should submit detail report of day to day activity of examination along with video recording of the examination to the deputing authority / Controller of examination.
- vii. In case some major deviations from the prescribed norms in conducting the examinations are brought to the notice of authorities' stringent action will be taken by DGT may lead to debarment of test centre or cancellation concerned trade test leading to candidates re-appearing in subsequent AITT exam or both.

**J. Appointment of Flying Squad and Standard Operating Procedure**

- i. Regional Director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for surprise check and submit the report to Regional Director with a copy endorsed to DGT, highlighting the various observation made during the visit. The report should be submitted within 02 days from the last date of the trade test.
- ii. The appointment letter/formation of flying squad consisting of senior officers (at least has to be issued by State Directorates/DGT specifying the schedule of examination and zone of visit.
- iii. The flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.
- iv. The flying squad should visit the trade testing centre for surprise check and submit the report to state director with a copy endorsed to DGT, highlighting the various observation made during the visit.

**K. Instructions for preservation of answer sheets and evaluation**

- i. The practical test should be evaluated at the respective trade testing centre by the examiner and the evaluated Practical job should be preserved for a minimum of one month.
- ii. All evaluation for Engineering Drawing and Practical's should be done as per marking scheme provided by Trade Testing Cell, DGT.

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