

DGT-16/2022-TTCell (e-54304)  
Government Of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Kaushal Bhavan, Chanakyapuri,  
New Delhi, dated 09<sup>th</sup> June 2023

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs,  
The Directors, RDSDEs

**Subject: Deputation of Observers and Flying Squads during CTS AITT July 2023 Examination-reg**

Dear Sir/Madam,

You may be aware that this year's regular All India Trade Test (AITT- 2023) under Craftsmen Training Scheme (CTS) is scheduled in the month of July.

2. It is pertinent to mention that vide letter no DGT-35/4/1/Secy (MSDE)/2022 dated 28th March, 2022, on the "*Constitution of the State Skill Development & Entrepreneurship Committee (SSDEC)*", the functions and mandate of the SSDEC has been laid out.
3. One of the mandates of the SSDEC is to *deploy Observers, Examiners, Flying Squads, including their remuneration and allowances for smooth conduct of practical and CBT examination.*
4. In light of the above, I would like to urge the State Directorates to deploy observers and flying squads in the examination centres across the state for the Practical and CBT examinations, to ensure the successful and ethical conduct of these examinations.
5. The Standard Operating Procedure (SOP) for deputing observers are as below:
  - i. The State may depute observers at all examination centres in the State.
  - ii. The appointment letter/ deputation letter has to be issued to the observers by the State Directorate.  
The observer must keep the copy of letter issued and a photo Id proof while on duty at exam centre.


6. Standard Operating Procedure (SOP) for Flying Squads is as below:

- i. The flying squad may consist of at least one officer from the State Directorate and one from the concerned RDSDEs/NSTIs.
- ii. The appointment letter/formation of flying squad has to be issued by State Directorate 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 random samples of examination centres for surprise checks.
7. The officers may be entitled to TA/DA as per respective State/ Central government service rules.
8. The flying squads and observers have to visit the examination centres and ensure the following:
- Trainees are appearing with original Hall Ticket & Photo Id Card
  - Raw materials are provided to the trainees as per the bill of material for the question paper.
  - Trainees are not involved in any mal-practices.
9. Observers / Flying Squads are empowered to debar the trainees engaged in any mal-practice & mention the same in their report.
10. Reporting and Recommendations: The observers and flying squads have to submit comprehensive reports to the SSDEC within two days after the visit. These reports have to contain detailed observations, any identified irregularities, and recommendations for further improvements. The State shall collate the observation reports for the CBT Examination and sent it to the Central Controller of Examinations, DGT for suitable action.

Your cooperation and proactive measures in this regard will be greatly appreciated.

Yours sincerely,

  
(CS Murthy) 9/6/23  
Director

Copy to:

1. Sr. PPS to DG (T)
2. Sr. PPS to DDG

3. Principal Secretaries of all the State Governments/UTs dealing with CBT Examination Scheme

परीक्षा नियंत्रक  
प्रशिक्षण महाविद्यालय  
Controller of Examination  
Directorate General of Training