

MSDE-19/02/2018-CD
Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
Library Avenue, Pusa Complex
New Delhi, 110012 dated 26th February, 2019

To

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

Subject: Proposal for SoP for external examiners, observers and flying squads for all exams. Also make Hall Tickets and Attendance Sheets with students photos mandatory.

Sir,

This is to inform that 1st meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal for SoP for external examiners, observers and flying squads for all exams. Also make Hall Tickets and Attendance Sheets with students photos mandatory as an agenda no. 21 was discussed.

Following is approved for implementation:

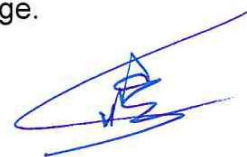
(A) SoP for External Examiner:

As per Training Manual for ITIs and ITCs, 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 period of one month. The examiner called for evaluation should have minimum technical qualification of a diploma in respective engineering discipline. Where diploma holders are not available, the qualification of the examiner may be suitably relaxed. State directorate shall prepare a panel of examiners. State director may also appoint Chief Examiner for moderation of exam.

Proposed Standard Operating Procedure (SoP) for Examiner:

1. 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 period of one month. The examiner called for evaluation should have minimum technical qualification of a Diploma in respective 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.
2. The appointment letter has to be issued to examiner by state directorate specifying the schedule of examination, name of trade and address of the exam centre.
3. The examiner should keep the copy of appointment letter issued by state director and a photo Id proof while reporting at exam centre.
4. The examiner should report at exam centre at least 01 hrs prior to commencement of examination and report to exam centre incharge.

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5. The examiner should get semester / year wise list (attendance sheet) of trainees having photograph of the trainee from exam centre in-charge.
6. The examiner should evaluate the job prepared and operation performed by the trainee during execution of job.
7. Duly filled-in and signed copy of detail of marks obtained by the trainee should be submitted to District Nodal Govt ITI and a copy of the same duly received by the nodal ITI should be retained by examiner.
8. The remuneration to examiner has to be paid by the concerned state directorate as per rules.

(B) SoP for Observer deputed from DGT in AITT:

As per Training Manual , DGT would also appoint centre observer at least covering one centre of each state during the test. The observer would submit report to DGT within 02 week from the last date of the trade test. In case some major deviations from the prescribed norms in conducting the trade test are brought to the notice of authorities, such centre is liable to be debarred for conducting the trade test for a maximum period of 03 year and concerned trade test is liable to be cancelled by the controller of exams and trainees may be asked to reappear in the subsequent test under the scheme.

Proposed Standard Operating Procedure (SoP) for observer:

1. The appointment letter/ deputation letter has to be issued to observer by state directorate/DGT specifying the schedule of examination and list of exam centre.
2. The observer should keep the copy of letter issued and a photo Id proof while reporting at exam centre.
3. The observer should report to exam centre in-charge at exam centre at least 01 hrs prior to commencement of examination.
4. The observer should be available for full time of examination if deputed for single exam centre.
5. The observer deputed in ITOTs should countersign each and every document related to conduct of examination. He should also countersign the detail of marks obtained by the trainee in practical and engineering drawing exam.
6. 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.

(C) SoP for Flying Squads:

As per Training Manual , State 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 state director with a copy endorsed to DGT, highlighting the various observation made during the visit. The report should be submitted within 01 month from the last date of the trade test.

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Standard Operating Procedure (SoP) for observer:

1. The appointment letter/formation of flying squad consisting of senior officers has to be issued by state directorate/DGT specifying the schedule of examination and zone of visit.
2. The flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.
3. 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.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)
Deputy Director General (C, P & Admn)

Copy to (for information):

- PPSs to the Secretary and the DG/AS,DGT, MSDE
- PPS to DDG(T&E),DGT, MSDE
- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)
Dy. Director of Training