

NO. No. – DGT-11011/24/2022-O/o Dir (CFI)

Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building, Library Avenue,
Pusa Campus, New Delhi-12, Dated: 09.02.2023

To

1. The Regional Directors, RDSDEs, DGT, MSDE
2. The Principals, NSTIs/ NSTIs(W), DGT, MSDE
3. The Principals of Govt./Pvt. IToTs

Subject: - Programme of All India Trade Test of Craft Instructor under CITS (Annual System) Supplementary Exam - February 2023 - regarding.

It has been decided to conduct All India Trade Test of Craft Instructor under CITS (Annual System) Supplementary Exam - February 2023 as per programme given below: -

DATE	TIME	Engg. /Non-Engg. Trades	REMARKS
20.02.2023 (Monday)	09.30 AM to 12.30 PM	Engineering Drawing*	*For all Engineering Trades (Excluding RODA, DMM, DMC, Surveyor, IDD and Architectural Draughtsman)
	02.30 PM to 05.30 PM	Soft Skills Practical	
21.02.2023 (Tuesday) & 22.02.2023 (Wednesday)	09.30 AM to 06.00 PM	Trade Practical	
23.02.2023 (Thursday) & 24.02.2023 (Friday)	09.30 AM to 06.00 PM	Training Methodology (Practical)	
27.02.2023 (Monday) to 28.02.2023 (Tuesday)	Online examination for Theoretical Subjects (Trade Theory, Workshop Calculation & Science, Workshop Calculation, Workshop Science, Soft Skills 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 up to 6.00 PM 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 NIMI Chennai half an hour before the commencement of exams on respective dates as per prevailing practice.

In case of any query, please contact following persons from NIMI, Chennai as given below: -

- (i) Ms. Kirthika – 9498087085
- (ii) Mr. Anup Wasnik - 9498069086



(Ishwar Singh)
Director, CFI

Copy to: -

1. Sr. PPS to Secretary, MSDE
2. Sr. PPS to DG/AS, DGT
3. Sr. PPS to DDG, DGT
4. Executive Director, NIMI for kind information & necessary action
5. Director, (TT & IT) Cell, DGT
6. DGT / NCVTMIS website
7. M/s NSEIT Limited for kind information and necessary action

ईश्वर सिंह/ISHWAR SINGH
निदेशक (आई एस डी एस)/Director (ISDS)
प्रशिक्षण महानिदेशालय/Directorate General of Training
कौशल विकास एवं उद्यमशीलता मंत्रालय
Ministry of Skill Development and Entrepreneurship
भारत सरकार/Govt. of India
पूसा कॉम्प्लेक्स, रोजगार विनिमय भवन, नई दिल्ली
Pusa Complex, Employment Exchange Building, New Delhi



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 (Supplementary exam) February - 2023 Exam for Practicals & Engineering Drawing (ED) of all trades will be provided by NIMI, Chennai.
- iii. Standard operating Procedure (SOP) and guidelines issued from State Government / Central Government and Local authority, if any, 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 candidates of Ex-Failed / Absent candidates of AITT of Craft Instructor under CITS annual conducted Main exam in August 2022 and Supplementary Exam in June 2022.
- ii. Eligible candidates include: - Regular candidates of CITS (Annual System) for Academic year 2021-22 are fulfilling the eligibility criteria after attending remedial classes of 15 days with biometric attendance.
- iii. 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 following persons from NIMI is given below: -
 1. Ms. Kirthika - 9498087085
 2. Mr. Anup Wasnik - 9498069086

B. Examination Fee

As per letter no. MSDE – 18011/06/CTS Tender/2022-TTC (e-file- 33531) dated: 03rd September 2021 examination fee are given below:

S NO	Tarde Type	Grouping of Trade	CBT (No. of Paper)	Fee Amount (Rs.)	Remarks
1	Engineering	Draughtsman Group	04	702/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
2	Engineering	Draughtsman Group	03	539/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees

3	Engineering	Draughtsman Group	02	376/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
4	Engineering	Draughtsman Group	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
5	Engineering	Non - Draughtsman Group	03	539/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
6	Engineering	Non - Draughtsman Group	02	376/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
7	Engineering	Non - Draughtsman Group	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
8	Non -Engineering	All trades of Non-Engineering	03	539/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
9	Non -Engineering	All trades of Non-Engineering	02	376/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees
10	Non -Engineering	All trades of Non-Engineering	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI Charges for all category trainees



C. Venue of Exam / Exam Centres

1. Exam Centre for CBT shall be the nearest NSTIs(G) / NSTIs (W)/ (Govt. & Pvt.) IToTs.
2. Self Centre for Engineering Drawing, Trade Practicals, Soft Skills (Practical) and Training Methodology (Practical) at NSTIs(G) / NSTIs (W)/ State Govt. IToTs and For Private IToTs for Engineering Drawing, Trade Practicals, Soft Skills (Practical) and Training Methodology (Practical) exam Centres should be nearby State Govt. ITIs.
3. The decision for assigning the exam centre shall be taken by CFI Section, DGT / Controller of Examination. No request for change in exam centre shall be entertained in any case.

D. Role of Regional Director, RDSDE: -

- i. Responsible for smooth conducting of the examination.
- ii. Allocation and availability of duties of Exam Supervisor, Invigilators and other supporting staffs.
- iii. Appointment and availability of Examiners/Evaluators for Engg. Drawing and Practicals examination.
- iv. 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.
- v. Receiving of password for question paper of ED and Practicals from NIMI, Chennai.
- vi. Multiplication of question papers as per requirement.
- vii. Evaluation of Engg. Drawing & Practicals examinations.
- viii. Preparation of result sheet of Engg. Drawing & Practicals and submission to NIMI Chennai for compilation and one copy to CFI Section, DGT (HQ) for record purpose by the end of examinations.
- ix. 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.

E. Role of NIMI / NSEIT Limited: -

- i. Planning for CBT as per details of candidates applied for CITS annual system (Supplementary exam) - February 2023 to NIMI portal and concurrence of CFI Section, DGT(HQ).
- ii. Registration of candidates and examination fee link available on the NIMI Portal. Link will be www.nimionlineadmission.in



- iii. Centre Mapping for Practical, Engineering Drawing, online examinations by M/s NSEIT Limited and sharing of list of candidates to concerned RDSDE and CFI Section 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, practical's exam etc.
- vi. Smooth conduction of CBT.
- vii. Compilation of Final Result and Submission to CFI Section, DGT (HQ) in given Templates for onward submission to M/s WIPRO for declaration of result and issuance of e-marksheet / e-certificate to the candidates through NCVT MIS Portal.

F. Examination Pattern, Question Paper and Duration of Examination

- i. **The passing marks percentage of theoretical papers will be 40% and Practical papers and Formative Assessment will be 60% of the examination.**
- ii. 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 NIMI, Chennai to Regional Directorate concerned. Regional Directorate 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's.
- vii. Bill of Material will be provided by NIMI Chennai to all RDSDE at least 15 days before commencement of Practical exam to enable them to procure raw material well before the exam.

G. 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. **Institute self to incur expenses for examinations including but not limited to exam invigilators, external examiners, stationaries, Videography etc. from their budget.**



- iii. All NSTIs /NSTIs(W) /Govt. IToTs will be Centres for conducting Practical & Engineering Drawing examination. For Private IToTs, State Govt. ITIs will be exam Centres for conducting Practical & Engineering Drawing examination.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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, if any, shall be strictly implemented by the Trade Testing Centers.
- viii. Concerned Trade Testing Centre shall be responsible for any malpractice, leakage of question paper.
- x. Arrangement / Procurement of Raw Materials as per Bill of Material (BoM).

H. 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/RDSDEs/NIMI helpline number from time to time. **They may also visit DGT website (dgt.gov.in) and NIMI Portal** from time to time for any addition and alteration in above information.
- vi. Standard Operating Procedure (SoP) and guidelines issued from Ministry of Home Affair, Central Government/ State Government and Local authority, if any, as applicable for Covid-19 prevention must be strictly followed by all trainees.



I. 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 Engg. Drawing sheets (ED) and submit the result on same day to TT Cell.
- 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 one hour prior to commencement of examination and report to exam centre in charge.
- 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 NSTIs / NSTIs(W)/ (Govt. & Pvt.) IToTs by the evaluator at the end of exam.
- 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 & Practicals should be submitted to NIMI Chennai through RDSDE concerned.

J. Appointment of Observer and Standard Operating Procedure

- i. The Regional Director shall appoint Centre observer for all exam center on each day of examination. The observer would submit report to CFI Section within 01 week from the last date of the trade test through RD with a copy to Controller of Examination.
- ii. The appointment letter / deputation letter has to be issued to observer by 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.



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- 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.

K. 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 flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.
- iii. The flying squad should visit the trade testing centre for surprise check and submit the report to Regional Director, RDSDE with a copy endorsed to DGT, highlighting the various observation made during the visit.

L. Instructions for preservation of answer sheets and evaluation

- i. The Engg. Drawing sheets and Trade Practicals should be evaluated at the respective Trade Testing Centre (TTC) by the examiner/evaluator and the evaluated Engg. Drawing & Practical jobs should be preserved for a minimum of six months.

