

**No. - DGT-11011/24/2022-O/o Dir (CFI) (E-50002)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**  
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7<sup>th</sup> Floor DGT, Kaushal Bhawan,  
New Moti Bagh, New Delhi,  
Dated: 15<sup>th</sup> January 2024

To

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

**Subject: - Programme of All India Trade Test of Craft Instructor under CITS (Annual System)  
Supplementary Exam for the academic sessions 2022-23 and 2021-22 in February 2024  
- regarding.**

It has been decided to conduct the All India Trade Test of Craft Instructor under CITS (Annual System) Supplementary Exam February 2024 as per the programme given below: -

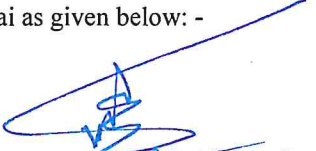
DATE	TIME	Engg. /Non-Engg. Trades	REMARKS
20.02.2024 (Tuesday)	09.30 AM to 12.30 PM	Engineering Drawing*	*For all Engineering Trades (Excluding RODA, DMM, DMC, Surveyor, IDD and Architectural Draughtsman
	02.30 PM to 05.30 PM	Soft Skills Practical	
21.02.2024 (Wednesday) & 22.02.2024 (Thursday)	09.30 AM to 06.00 PM	Trade Practical	
23.02.2024 (Friday) & 24.02.2024 (Saturday)	09.30 AM to 06.00 PM	Training Methodology (Practical)	
27.02.2024 (Tuesday) & 28.02.2024 (Wednesday)	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 the 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 Engineering Drawing and Practical will be provided through e-mail by NIMI Chennai half an hour before the commencement of the exam on respective dates as per prevailing practice.

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

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

  
(Sushil Agarwal)  
Joint Director (CFI)

Copy to: -

- PSO to DG/AS, DGT
- DDG (Southern Region), DDG (Eastern Region) & DDG, DGT(H.Q.)
- Executive Director, NIMI for kind information & and necessary action
- Director, (TT & IT) Cell, DGT for kind information
- Assistant Director, IT- with request to post on NCVTMIS & DGT websites
- M/s. NSEIT Limited for kind information and necessary action

  
(Gulab Chandra)  
Assistant Director (CFI)

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

**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 the latest information regarding the AITT examination.
- ii. The question papers of AITT of Craft Instructor under CITS (Supplementary Exam)- February 2024 for Practical & 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 Stakeholders while conducting the Examination.
- iv. No examinee shall adopt any kind of unfair means during the conduct of the examination 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 and Supplementary exam in August 2023 for the academic session 2022-23 and 2021-22.
- ii. Eligible candidates include: - Due to a shortage of biometric attendance as per minimum requirement, 1221 trainees could not appear in the CITS (Annual System) for the academic session 2022-23 main exam in August 2023. Out of these trainees, those who fulfil the eligibility criteria as per letter No. vide letter No.- DGT-11011/24/2022-O/o Dir (CFI), dated 12.06.2023 & Letter No- z-20025/6/2022 O/o DIR(CFIs), dated 09.11.2023 and will be allowed to appear in the supplementary Exam as per the below parameter: -

S. No.	Parameter	Eligibility Criteria for Hall Ticket Generation
1	Biometric Attendance	$\geq 80\%$ (a) For NSTIs/Govt. IToTs/Pvt. IToTs: - 170 days (80% of 213 days) (b) For newly formed Govt. IToTs in session 2022-23: - 80 days of Biometric Attendance
2	Formative Assessment	$\geq 60\%$
3	CBT Fee	Yes

- iii. The cut-off date for marking bio-metric attendance for these 1221 trainees for the supplementary exam is up to 10<sup>th</sup> February 2024.
- iv. Candidates without Portal-generated Hall Ticket will not be allowed to appear in AITT.
- v. Candidates are requested to check the notification on the NIMI Portal for the generation of Hall Tickets, in case of any issues in generating the same trainees must contact the 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: 03<sup>rd</sup> September 2021 examination fees 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 for the admitted/ trained trainees shall be held at the nearest NSTIs(G) / NSTIs (W)/ (Govt. & Pvt.) IToTs.
2. Self Centre for Engineering Drawing, Trade Practical, Soft Skills (Practical) and Training Methodology (Practical) at NSTIs(G) / NSTIs (W)/ State Govt. IToTs.
3. For Private IToTs for Engineering Drawing, Trade Practical, Soft Skills (Practical) and Training Methodology (Practical) exam centres should be at the NSTI/Govt. ITI /State Govt. IToT in strict supervision of a minimum of two officers not below the rank of Training Officers.
4. The decision for assigning the exam centre shall be taken by the CFI Section, DGT / Controller of Examination. No request for change in the exam centre shall be entertained in any case.

### **D. Role of Regional Director, RDSDE: -**

- i. Responsible for the smooth conducting of the examination.
- ii. Allocation and availability of duties of Exam Supervisor, Invigilators and other supporting staff.
- iii. Appointment and availability of Examiners/Evaluators for Engineering Drawing and Offline (Practical) examination.
- iv. All RDSDEs ensure through the deployed officers that all exams (CBT, Trade and Training Methodology Practical) are Videography and Biometric attendance is being recorded.
- v. All RDSDEs are requested to provide the list of external examiners for offline exams (Engineering Drawing, Soft Skills, Trade Practical & Training Methodology Practical) for the CITS examination to the CFI Section, DGT(H.Q.), New Delhi.
- vi. Video recording should cover the entire duration of the CITS examination covering each trainee undertaking the exam.
- vii. Videography as above should also be carried out for NSTI and State Govt. IToTs trainees in a similar manner.




- viii. Arrangement of CCTV surveillance at entry, exit and examination rooms and recording of CCTV footage will be ensured. The recording will be kept with the examination in charge so as to produce the scene as and when required for future reference.
- ix. Receiving of password for question paper of ED and Practical from NIMI, Chennai.
- x. Multiplication of question papers as per requirement.
- xi. Evaluation of Engineering Drawing & Practical examination.
- xii. Preparation of result sheet of Engineering Drawing & Practical and submission to NIMI Chennai for compilation and one copy to CFI Section, DGT (HQ) for record purposes by the end of examinations.
- xiii. Ensure the compliance of the Guidelines and SOP regarding the safety of staff and trainees from COVID-19, issued by the Ministry of Home Affairs / State Govt. / Ministry of Health & Family Welfare in this regard from time to time.

**E. Role of NIMI / NSEIT Limited: -**

- i. Planning for CBT as per details of candidates who applied for CITS Annual System (Supplementary exam) February 2024 to NIMI portal and concurrence of CFI Section, DGT(HQ).
- ii. Registration of candidates and examination fee link available on the NIMI Portal. The link will be [www.nimionlineadmission.in](http://www.nimionlineadmission.in)
- iii. Centre Mapping for Practical, Engineering Drawing, online examination by M/s NSEIT Limited and sharing of the list of candidates to concerned RDSDE and CFI Section DGT.
- iv. Generation and Issuance of Admit Card / Hall Tickets through the NIMI Portal/email of the candidates.
- v. Entertain grievances received by candidates related to registration, CBT Exam, all Practical Exam etc.
- vi. Smooth conduction of CBT.
- vii. Compilation of Final Result and Submission to CFI Section, DGT (H.Q.) 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 the 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 the Drawing Sheet.
- iv. Question papers for Engineering Drawing and Practical examinations will be provided by NIMI, Chennai to the Regional Directorate concerned. Regional Directorate concerned to provide the same to all exam Centres through Password protected email and



the Password has to be shared 30 minutes before the scheduled time of the exam via e-mail.

- v. There will be no negative marking for wrong answers.
- vi. Trade Name, Trade Code, Subject, as applicable, Maximum Marks and Exam Duration shall be mentioned on the top of the question paper for both Engineering Drawing (ED) and Practical.
- vii. Bill of Material will be provided by NIMI Chennai to all RDSDE at least 15 days before the commencement of the 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 the timely purchase of raw materials as per the Bill of Material provided for both Practical and ED examinations well before the schedule of the exam. The exam centre shall ensure the readiness of examination room/ hall workshops and equipments well before the scheduled examination date.
- ii. **For all NSTIs / IToTs (Govt. & Private) to incur expenses for examination including expenses such as raw materials, exam invigilators, external examiners, stationaries, Videography etc. on their own.**
- iii. All NSTIs /NSTIs(W) /Govt. IToTs will be Centres for conducting Practical & Engineering Drawing examinations. For Private IToTs, State Govt. ITIs will be exam Centres for conducting Practical & Engineering Drawing examinations.
- iv. Facility for multiplication (creating copies) of ED and Practical exam question papers must be available in-house in the exam centre. Photocopy of question paper from outside of the 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 the appointment of an 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 sheets of trainees appearing for examination are prepared before the day of the examination. The same must include the Roll Number as per the NIMI portal and should be provided to the Examiner for a concerned unit.
- vii. Standard operating Procedure (SoP) and guidelines issued from the Ministry of Home Affairs, 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 the question paper.
- xiv. 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 the time of generating the admit card/hall ticket.
- iii. All trainees must report at the exam centre at least one hour before the time of commencement of the exam.
- iv. The examinee must use half an hour of extra time given before the exam to fill all the details correctly on the 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 the concerned NSTI's/RDSDEs/NIMI helpline number from time to time. **They may also visit the DGT website (dgt.gov.in) and NIMI Portal** from time to time for any additions and alteration in the above information.
- vi. Standard Operating Procedure (SoP) and guidelines issued from the Ministry of Home Affairs, 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 the minimum technical qualification of a diploma in the respective engineering/non-engineering discipline. In case sufficient diploma holders are not available then an instructor having qualification of NTC with a minimum 03 years of teaching experience may also be appointed as examiner.
- iii. One examiner shall not evaluate more than 2 units in the practical examination of the concerned trade in one session/exam i.e. at least one external examiner must be appointed for every 2 units of trainees appearing for the examination.
- iv. External Examiner / Evaluator will evaluate the practical job and Engineering Drawing sheets (ED) and submit the result on the same day to T.T. Cell.
- v. Invigilators on duty should ensure that the trainee fills in all the details correctly like Roll Number (as per Admit Card/ Hall Ticket), Year, Paper etc. in the prescribed place. The wrong entry of data may affect the result of that paper.
- vi. The examiner should report at the exam centre at least one hour prior to the commencement of the examination and report to the exam centre in charge.
- vii. The examiner should get an attendance sheet of trainees having a photograph of the trainee from the 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 the exam.
- ix. The examiner should evaluate the job prepared and the operation performed by the trainee during the execution of the job.



- x. Duly filled in and signed copy of a detail of marks obtained by the trainees in ED & Practical should be submitted to NIMI Chennai through the RDSDE concerned.

#### **J. Appointment of Observer and Standard Operating Procedure**

- i. The Regional Director shall appoint a Centre observer for all exam centres on each day of the examination. The observer would submit a report to the CFI Section within 01 weeks from the last date of the trade test through RD with a copy to the Controller of Examination.
- ii. The appointment letter/deputation letter has to be issued to the observer by RDSDE specifying the schedule of examination and list of exams centres.
- iii. The observer should keep a copy of the letter issued and a photo ID proof while reporting at the exam centre.
- iv. The observer should report to the exam centre in charge at the exam centre at least 01 hours prior to the commencement of the examination.
- v. The observer should be available for full-time of examination if deputed for a single exam centre.
- vi. The observer should submit a detailed report of the day-to-day activity of the examination along with a video recording of the examination to the deputing authority / Controller of the 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 the 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. The Regional Director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for a surprise check and submit the report to the Regional Director with a copy endorsed to DGT, highlighting the various observations 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 a copy of the letter issued and a photo ID proof while visiting at the exam centre.
- iii. The flying squad should visit the trade testing centre for a surprise check and submit the report to the Regional Director, RDSDE with a copy endorsed to DGT, highlighting the various observations made during the visit.

#### **L. Instructions for the preservation of answer sheets and evaluation**

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



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