

No. MSDE- 18011/08/CTS/Jan-20/2019-TTC  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training  
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Employment Exchange Building, Library Avenue,  
PUSA Campus, New Delhi, dated 11<sup>th</sup> March, 2020

To

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NSTI/ NSTI(W)-Mumbai, Bengaluru, Thiruvananthapuram, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur, Vadodara, Shimla, Mohali, Agartala, Trichy, Patna and Noida.

**Subject:- Guidelines for OMR based All India Trade Test (Semester System) under Craftsmen Training Scheme (CTS)- commencing from 08.04.2020 to 23.04.2020 for State Directors, Trade Testing Centres and Trainees for Semester I/II/III/IV- regarding.**

Sir,

The All India Trade Test for Semester- I/II/III/IV under CTS is scheduled to be held from 08<sup>th</sup> April, 2020 to 23<sup>rd</sup> April, 2020. Trade Testing Cell (TTC) has worked out on various modalities for smooth conduct of examination.

As you are aware that the Theoretical subjects papers for all the semesters are objective type except Engineering Drawing Paper which is subjective type in 2<sup>nd</sup> Semester and onwards. The objective type question papers are to be answered on OMR sheet supplied by DGT as per indent received from State Directorates / NSTIs. The packets of OMR sheets will be sent to the respective State Directorates / NSTIs for further distribution of OMR sheets to the trade testing centres under their control and they will collect the sealed OMR sheets packets daily or latest by next day after the exams from the examination centres.

**IMPORTANT POINTS:-**

- a) Trainee without NCVT MIS generated Hall Ticket is not allowed to appear in exam.
- b) There will not be any negative marking for wrong answer.
- c) Check NEWS & UPDATES daily on NCVT MIS Portal for latest information regarding AITT January/February, 2020 examination.
- d) Invigilator on duty may ensure that the trainees fill all the correct details like roll no., semester, paper, booklet series etc. in prescribed place on OMR sheet.

**1. QUESTION PAPERS for Engineering and Non-Engineering trades under semester system:-**

**Semester-I**

- There will be a common theory paper for the trades given below in Semester-I (Annexure-A).
  - (i) Mechanic Diesel (17/201), Mechanic (Tractor) (18/202), Pump-Operator-Cum-Mechanic (24/205), Mechanic Auto Electrician & Electronics (203), Mechanic Motor Cycle (204) (05 trades).
  - (ii) Welder (Gas & Electric) (29/212), Welder (GAW & GTAW) (268), Welder Pipe (269), Welder Structural (270), Welder (Welding & Inspection) (271), Welder (Fabrication & Fitting) (272) (06 trades).
  - (iii) Electrician (33/231), Electroplater (35/233), Lift Mechanic/Lift & Escalator Mechanic (41/234), Wireman (70/232) (04 trades).
  - (iv) Electronics Mechanic (34/219), Mechanic Consumer Electronics/Mechanic Consumer Electronics (49/273), Technician Power Electronics System (265) (03 trades).
  - (v) Mechanic Agriculture Machinery (47/216), Mechanic Motor Vehicle (55/215) (02 trades).

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- (vi) Textile Wet Processing Technician (64/237), Weaving Technician (69/238) (02 trades).
  - (vii) Tool & Die Maker (Dies & Moulds) (65/228), Tool & Die Maker (Press Tools, jigs and Fixtures) (66/229) (02 trades).
  - (viii) Mechanic Auto Body Repair (266), Mechanic Autobody Painting (267) (02 trades).
  - (ix) Question paper for trade code 22, 30, 38, 40, 44 will have common paper for syllabus of 2013 & 2015.
- There will be a **common paper of Workshop Calculation & Science and Engineering Drawing** for all Engineering Trades in **Semester-I** on the basis of entry qualification 8<sup>th</sup> pass and 10<sup>th</sup> pass for both one year and 2 years duration trades except the trade Architectural Draughtsmanship. The W/sh. Cal. & Sci. and Engg. Drawing paper is separate and trade specific for trade Architectural Draughtsmanship, trade code 241 (Annexure-B).

#### Semester-II

- There will be a **common paper of Workshop Calculation & Science and Engineering Drawing** for all Engineering Trades in **Semester-II** on the basis of entry qualification 8<sup>th</sup> pass and 10<sup>th</sup> pass for both one year and 2 years duration trades except the trade Architectural Draughtsmanship. The W/sh. Cal. & Sci. and Engg. Drawing paper is separate and trade specific for trade Architectural Draughtsmanship, trade code 241 (Annexure-B).

#### Semester-III/IV

**NOTE:-** There will be grouping of trades on the basis of revised syllabus in year 2015 for W/Sh. Cal. & Sci. and Engg. Drawing Paper (Annexure-A) including Chemical Plant group of trades.

#### FOR NON-ENGINEERING TRADES

There will be a common theory paper for the given below trades **in Semester-I only:-**

- Secretarial Practice (English) (125/258), Stenographer & Secretarial Assistant (English) (126/259) (02 trades).
- Sewing Technology (99/247), Dress Making (103/248) (02 trades).

#### GENERAL GUIDELINES

- All the **objective type** papers are to be answered on given OMR Sheet. Sample OMR Sheet is enclosed.
- The OMR sheets will be sent directly to the State Directorates at least 15 days before the commencement of OMR based examination **not alongwith the question papers.**
- There is a **common paper** for 63 trades for revised in August, 2013 and revised by Mentor Council in August, 2014 as already intimated vide letter no. MSDE-18011/2/2014-TTC (Semester System)-TTC(Pt.) dated 03.09.2015 and NSQF Compliant Trades.
- The subject **Employability Skills** will be covered as per DGT letter No. DGET-19/17/2010-CD-Pt. dated 28<sup>th</sup> November, 2013 in Semester-I/II. **There will be no paper for Employability Skills for Semester-III/IV.**
- **Second Semester** onwards the exam in the **subject Engineering Drawing** for all the Engineering trades shall be of conventional type with **three hours duration** and maximum marks 75 (to be attempted on Drawing Sheet).
- Trade Name, Trade Code, Trade Subject, Paper-I/II/III, Part-A/B, Semester-I/II/III/IV, Booklet Series A, B, C, D, maximum marks and exam duration shall be mentioned on the top of question paper.
- Evaluation of OMRs shall be carried out by the agency selected for the purpose by DGT.

## 2. INSTRUCTIONS TO STATE DIRECTORATES / NSTIs :-

1. For the trades Steno (English), Steno (Hindi) and Secretarial Practice etc. and such other similar trades; **there will be only two papers:-**
  - (i) **Trade Theory + Employability Skills** and
  - (ii) **Trade Practical** as given in the syllabus.
2. For the Non-Engineering Trades "Cane Willow" and "Bamboo Worker/Weaving of Woollen Fabrics; **there will be two papers:-**
  - (i) **Trade Theory + Employability Skill** and
  - (ii) **Trade Practical** as given in the syllabus.
  - (iii) No paper shall be held in Workshop Calculation & Science and Engineering Drawing, hence forth in above mentioned Non-Engineering trades.
3. Trade codes are unique for each trade and are same as in previous examinations. However, the trade syllabi revised by Mentor Council w.e.f. August, 2014 and their codes are starting from **201 to 283** for the students who admitted in August, 2014. There will be common paper for the trainees admitted in August, 2013 and August, 2014 and onwards for corresponding trade and trade codes will be like 6/210, 7/206/ 9/214 and so on the question paper.
4. Sealed question papers packets for theoretical subjects shall be sent to authorized Banks/ Police Station/ Treasury at the addresses provided by the State Directorates / NSTIs, one week before the date of exam.
5. Bill of Material would be sent by password protected E-mail from State Directorates to all concerned ITIs / Exam centres.
6. Bank Guidelines and OMRs shall be sent to State Directorates / NSTIs.
7. DGT had faced lot of problems in identifying the correct OMR sheet for concerned trainee due to incorrect filling of Roll No., Trade Code, Semester, Paper, Session etc. by the trainees which resulted in considerable delay in evaluating the OMR sheets correctly. State Directorate may ensure that data is filled in OMR sheet correctly by the trainees. Special care should be taken while filling roll nos. and trade code etc. on OMR as mentioned in hall tickets generated from NCVT MIS Portal.

## 3. INSTRUCTIONS TO TRADE TESTING CENTRES:-

1. The **OMR Sheets** shall be distributed **half an hour before** the examination time so that trainees can fill all the details correctly in the given time.
2. There is a **single colour of OMR** sheet for all Semesters.
3. The Question Papers will be **bilingual** i.e. **Hindi, English** and **11** regional languages i.e. Bengali, Odia, Tamil, Malayali, Kannada, Gujarati, Marathi, Telugu, Punjabi, Urdu, Assamese for theoretical subjects for concerned States as per prevailing practice.
4. The **general instructions** in OMR sheet are **bilingual**.
5. In the event of non-receipt of regional language paper, invigilator would follow the direction(s) issued vide DGET-19/01/2014-CD (Part-II) dated 20.02.2014 for the trainees to understand in vernacular language.
6. The Chairman of Trade Testing Centres or the Principals of ITI must sensitize the bank(s) regarding exam and its schedule, Bank guidelines and the collection schedule of packets. They also should be in touch with the authorized bank from time to time.
7. It is observed that the very high numbers of trainees committed mistakes while filling details in OMR sheet like wrong roll no., Semester, Trade and Paper etc. which results in non-declaration of result. Invigilator may be sensitized to check all these critical entries before making signature on OMR sheet.
8. Engineering Drawing and Practical question papers shall be provided by State Directorate concerned through password protected email at least 01 day before the commencement of exam.
9. Bill of Material for Practical exam should be provided by State Directorate at least 20 days before the exam to enable exam centre to procure raw material in time of examination.
10. **IMPORTANT:- For theoretical subjects exams whether OMR / ONLINE and Engineering Drawing exam, the trainees from same ITI should be seated on random seating order in**

random rooms. They should not be allowed to sit in the same room. Also, the trainees of same trade should not be allowed to sit on the same desk.

**4. INSTRUCTIONS TO TRAINEES:-**

**USE ONLY NCVT-MIS ALLOTTED ROLL NUMBER AND TRADE CODE PRINTED ON ADMIT CARD:-**

- a) Go through the instructions contained in the above guidelines and keep visiting the website i.e. dget.gov.in and NCVT MIS Portal for any information.
- b) In the Objective type questions, marks will be given to the attempted questions only. No marks will be deducted for questions which are not attempted. **There will not be any negative marking for wrong answer.**
- c) Use half an hour extra time given before the exam to go through the OMR Sheet contents. Fill it correctly.
- d) **You must correctly fill your 14 digits roll no., Semester, Paper, Trade Code & Trade Name as mentioned in hall ticket generated from NCVT MIS Portal in OMR Sheet. In case of wrong filling of OMR, the result will not be declared.**
- e) Second Semester onwards Engineering Drawing paper will be as conventional pattern and has to be attempted on drawing sheet for 75 marks and 03 hours duration (**NOT NIMI PATTERN**).
- f) All the trainees of non-engineering trades in Semester-II will write only Part-B (**Employability Skills**). They will not fill **Part-A (Workshop Calculation & Science)**.
- g) Use **Black Ball Point** pen only for filling OMR Sheet.
- h) The examination duration of theoretical papers in objective MCQ type question paper examination in OMR based / online examination for trainees under CTS question paper having 50 to 75 MCQ type questions is hereby reduced to 02 hours in place of 03 hours, duration of question paper having 25 MCQ type question is reduced to 01:30 hours in place of 03 hours and the duration of Engineering Drawing paper is reduced to 03 hours in place of 04 hours. There is no change in duration of practical exam.
- i) The Trainees are allowed to use calculator during exam.
- j) *For any other clarification, the trainees may check from concerned ITI or the State Directorate office from time to time. **They may also visit DGT website (dget.nic.in) and NCVT MIS Portal "NEWS & UPDATES" from time to time for any addition and alteration in above information.***

5. **Problems faced by trainees in exam:-** It has been observed that trainees filled wrong data in OMR due to the ignorance of the invigilators and staff deputed at the trade testing centres who communicate the wrong trade code and other information to the trainees because Some of the staff on exam duty may not be much familiar with the data to be filled in OMR during AITT exam. The roll no., trade name, trade codes, paper and semester has to be filled as mentioned in hall ticket generated from NCVT MIS Portal.

In view of above, you are requested to arrange one-day awareness training programme for the staff who will be deputed to conduct the exam in intercolleges, Schools and Polytechniques in respect of filling of Semester, Roll No., Paper, Subjects, Trade codes and Booklet series. State Directorate may also give wide publicity of this guideline among the trainees, instructors and invigilator on exam duty to avoid mistakes.

Yours faithfully



SCTE&VT

Memo No. 472 /Dt. 11-3-2020

Copy to the Principals of all Govt. & Pvt. ITI s of Odisha for information & necessary action.

(R.P. Dhingra)  
Director (TTC)

Controller of Examinations

*[Signature]*  
11/3/2020