

No. MSDE- 18011/08/CTS/Dec-21/2021-TTC (e-file no.44186)
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi, Dated 26th November, 2021

To

- (i) All the Directors of State Directorates (Dealing with Craftsmen Training Scheme/ DST).
- (ii) All the Principal of NSTIs / NSTI(W), DGT, MSDE.
- (iii) All Regional Directors, RDSDE, DGT, MSDE.

Subject: - Notification and Guidelines for conducting Practical and Engineering Drawing (ED) Examinations (All India Trade Test) for Trainees under Craftsmen Training Scheme (Annual System and DST) scheduled during the month of December'2021 for trainees are following:

- Regular Trainees annual system (Session 2019-2021 2nd Year) – CBT, ED & Practical (CTS/DST)
- Regular Trainees annual system (Session 2020-2022 1st Year) – Only ED & Practical (CTS/DST)
- Regular Trainees annual system (Session 2020-2021 1st Year & 6-month) – CBT, ED & Practical (CTS/DST)

Sir/Madam,

In continuation of DGT notification ref. No. MSDE- 18011/08/CTS/Dec-21/2021-TTC Dated 17th November 2021, the Practical & Engineering Drawing examinations are schedule to be held from 13/12/2021 to 17/12/2021. A consolidated guideline, as already discussed/deliberated is enclosed.

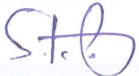
2. Question paper for Practical & ED of following 10 most popular trades will be provided by TT Cell, DGT for both CTS/DST, whereas for the other trades, respective State Directorate will prepare. The list of 10 popular trades is:

1. Draughtsman Civil (DMC) – 2 Years
2. Electrician– 2 Years
3. Electronics Mechanics– 2 Years
4. Fitter– 2 Years
5. Mechanic Diesel– 1 Years
6. Mechanic Motor Vehicle (MMV) – 2 Years
7. Refrigeration & Air-Conditioning Technician (Ref & A/C) – 2 Years
8. Welder– 1 Years
9. Wireman– 2 Years
10. Computer Operator Programming Assistant (COPA) – 1 Years

3. General instructions and Guidelines are attached at Annexure-I for strict compliance.

Yours faithfully

Enclosed: As above


Controller of Examination
DGT

Copy to: 1) Sr. PPS to DG (T)
2) Director TC section/ Director/ Head IT Cell
3) Dy. C.O.E., RDSDEs

ANNEXURE – I

GENERAL INSTRUCTIONS AND GUIDELINES

GENERAL INSTRUCTIONS

- I. All stakeholders are requested to check Examination corner on **www.dgt.gov.in** for latest information regarding AITT examination and circulars.
- II. In lieu of prevailing COVID-19 circumstances, Standard Operating Procedure (SoP) and guidelines issued from State Government, Central Government and Local authority as applicable for Covid-19 shall be strictly followed by all Stake holders while conducting the Examination.

EXAMINATION GUIDELINES

A. Eligible Candidates

- I. Eligible trainees include –
 - Regular Trainees annual system (Session 2019-2021 2nd Year) – CBT, ED & Practical (CTS/DST)
 - Regular Trainees annual system (Session 2020-2022 1st Year of Two Year Trades) – Only ED & Practical (CTS/DST)
 - Regular Trainees annual system (Session 2020-2021 1st Year & 6-month) – CBT, ED & Practical (CTS/DST)
- II. For all eligible candidates it is mandatory to have registered on the NCVT MIS Portal and must have generated hall ticket for the mentioned examination to appear for examination. **Trainee without NCVT MIS Portal generated Hall Ticket is not allowed to appear in AITT.**
- III. Trainees are requested to check notification on NCVT MIS Portal for generation for Hall Tickets. In case of any issues in generating the same, trainees must reach out to their respective Principal's office.

B. Examination Pattern, Question Paper and Duration of Examination

- I. 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.
- II. Engineering Drawing exam to be attempted on Drawing Sheet.
- III. The question papers will be provided by TT Cell (DGT) for 10 most popular trades. For remaining trades respective States to provide the question paper.
- IV. There will be **no negative marking** for wrong answer.

V. Trade Name, Trade Code, Subject, Year-I/II as applicable, Maximum Marks and Exam Duration shall be mentioned on the top of question paper for both Engineering Drawing (ED) and Practical. *This is applicable for Question Paper of 10 most popular trades that will be provided by DGT. However, for other trades where paper will be set and provided by respective States, DGT advise to follow similar pattern.*

VI. Question papers for Engineering Drawing and Practical examinations for 10 most popular trades will be provided by TT Cell (DGT) to State Directorate and NSTI's concerned. State Directorate and NSTI's 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.

VII. For Engineering Drawing (ED) Examination following papers will be provided –

Details of Q.P for Engineering Drawing (ED), Group wise under CTS/DST (Annual System) are following:

1. **First Year Question paper** –

The trainees admitted in session 2020-2021 1st Year & 6-month(Annual System)

- Common for All Engineering Trades (1 & 2 Year duration of trades).

The trainee-admitted in Session 2020-2022 1st Year of Two Year Trades

- Common for All Engineering Trades (1 & 2 year duration of trades).

2. **Second Year Question paper** –

The trainees of 02-year duration trades admitted in session August 2019 of CTS/DST (Annual System).

- a) Mechanical Group.
- b) Electrician and Electronics Group.
- c) Vessel Navigator Group.

VIII. Bill of Material would be provided by TT Cell (DGT) for 10 most popular trades to all NSTI's & State/UT Directorates and further by State/UT Directorates to all concerned ITIs / Exam centres at least 15 to 20 days before commencement of Practical exam to enable them to procure raw material well before the exam.

IX. For remaining trades where Question Paper will be provided by States, the Bill of Material shall be prepared for each trade and shared by states at least 07 to 10 days before the examination.

C. Instructions for Trade Testing Centers/ ITIs

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. All affiliated ITIs will be self-centers for conducting Practical & Engineering Drawing examination. However, for students enrolled on NCVT MIS in disaffiliated ITIs, the exam centre will be allocated in nearest suitable Government ITI by *SPIU*.
- III. Facility for multiplication (creating copies) of ED and Practical exam question papers must be available in-house in exam centre or ITI. 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.
- IV. The concerned Trade Testing Center/ ITI 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.
- V. The concerned Trade Testing Center/ ITI 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 NCVT MIS portal and should be provided to Examiner for concerned unit.
- VI. Standard Operating Procedure (SoP) and guidelines issued from State Government, Central Government and Local authority as applicable for Covid-19 shall be strictly implemented by the Trade Testing Centers.

D. Instructions for Trainees Taking Examination

- I. All trainees must **USE ONLY NCVT-MIS ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD** during the examinations.
- II. Trainees must examine and 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 exam centre at least one hour before the time of commencement of exam.
- IV. Trainees 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.
- V. Trainees must correctly fill their 14 digits Roll Number, Year, Paper, Trade Code & Trade Name as mentioned in admit card/ hall ticket generated from NCVT MIS Portal. In case wrong details are filled by the trainee; the result of trainee will not be declared, or trainee may also be considered not appeared.
- VI. For any other clarification, the trainees may contact concerned ITI/ NSTI's or the State Directorate office from time to time. **They may also visit DGT website (<https://dgt.gov.in/>) and NCVT MIS Portal "NEWS & UPDATES"** from time to time for any addition and alteration in above information.

VII. Standard Operating Procedure (SoP) and guidelines issued from State Government, Central Government and Local authority as applicable for Covid-19 and implemented by Trade Testing Center must be followed by all trainees.

E. Appointment of Examiner and Standard Operating Procedure

- I. Appointment of Examiner - State Directorates shall prepare a panel of examiners. State Director may also appoint Chief Examiner for moderation of exam.
- II. Examiner Qualification - The examiner 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. All External Examiner to be appointed must be registered on NCVT MIS PORTAL by State Directorates/ NSTIs before the examination
- IV. Same External Examiner cannot take examination for more than 2 units in practical examination of concerned trade i.e. at-least 1 external examiner must be appointed for every 2 units of trainees appearing for examination.
- V. External Examiner will evaluate the practical job and Drawing sheet (ED) as per Evaluation Criteria, which will be provided on the same day of examination by TT CELL (DGT)/State Directorates/NSTIs.
- VI. 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.
- VII. The examiner should report at exam centre at least 01 hrs. prior to commencement of examination and report to exam centre in charge.
- VIII. The examiner should get semester / year wise list (attendance sheet) of trainees having photograph of the trainee from exam centre in-charge
- IX. All Engineering Drawing Answer sheets will be collected in their respective nodal ITIs.
- X. External Examiner will evaluate the Answer sheet of subject Engineering Drawing as per Evaluation Criteria, which will be provided by TT CELL (DGT) for all respective trades, in the respective nodal ITI.
- XI. The Marks of Practical and ED subject will be entered by Nodal ITI /NSTIS. SPIU/Nodal ITI must ensure that marks entering by Nodal ITI and approved by SPIU must be done during the timeline provided by DGT. Non-Compliance of the timeline purposed by DGT may attract a processing fees as desired by component Authority.
- XII. The examiner should evaluate the job prepared and operation performed by the trainee during execution of job.

XIII. 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.

XIV. The remuneration to examiner has to be paid by the concerned State Directorates as per rules.

F. Appointment of Observer and Standard Operating Procedure

- I. 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.
- II. 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.
- 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.
- 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/ State Directorate and may lead to debarment of test centre or cancellation concerned trade test leading to candidates re-appearing in subsequent AITT exam or both.

G. Appointment of Flying Squad and Standard Operating Procedure

- I. 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 02days from the last date of the trade test.
- II. The appointment letter / formation of flying squad consisting of senior officers (at-least 2) has to be issued by State Directorates / DGT 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 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.

H. Instructions for preservation of answer sheets and evaluation

- I. 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.
- II. All evaluation for Engineering Drawing and Practical's should be done as per marking scheme provided Trade Testing Cell, DGT (for 10 most popular trades) and as per State directives for other trades.

I. Grievances and Exceptions

- I. It has been observed that trainees filled wrong data in answer sheet due to lack of knowledge and carelessness, and ignorance on part of invigilators and staff deputed at the trade testing centres who communicate the wrong trade code and other information to the trainees.
- II. In view of above, State Director / NSTI's are requested to arrange a one-day awareness training programme for the staff who will be deputed to conduct the exam in Exam centre in respect of filling of Year, Roll Number, Paper, Subjects and Trade codes. State Directorate may also give wide publicity of this guideline among the trainees, instructors and invigilator on exam duty to avoid mistakes and non-declaration of results of trainees due to this.
- III. For any concerns of eligible trainees appearing for this examination, the Principals office of concerned ITI shall be the first point of contact for resolution. The same may be notified to State Directorate/ Department and Trade Testing Cell, DGT as the case may be.
