

No. MSDE- 18011/08/CTS/Jan-20/2019-TTC
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi, 17th November 2020

To

1. All the State Directors (Dealing with Craftsmen Training Scheme)
2. All the Principal, NSTI/ NSTI(W) (Dealing with Craftsmen Training Scheme)

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 November-December 2020 – regarding.

Sir,

As per DGT notification ref. No. MSDE- 18011/08/CTS/Jan-20/2019-TTC dated 22 & 23 October 2020 the Practical & Engineering Drawing Examinations for Annual System of All India Trade Test (AITT) under CTS trainees admitted in session August 2018 (02 Year course) & August 2019 (01 Year course), Ex-trainees (Semester & DST) and in DST trainee-admitted in session August 2019 (01 Year course) is scheduled to be held from 23/11/2020 to 02/12/2020. A consolidated guidelines, as already discussed/deliberated is enclosed.

2. For the aforementioned examinations, Question Paper of Practical exams (for 10 most popular trades) and for Engineering Drawing (ED) exams for Annual system under CTS trainees admitted in session August 2018 (02 Year course) & August 2019 (01 Year course) and DST trainee-admitted in session August 2019 (01 Year course) only will be provided by Trade Testing Cell (DGT) to all State Directorates and NSTI's.

List of 10 popular trades for which Practical question paper will be provided by DGT -

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

For remaining trades, the question paper shall be prepared by respective States, and the exam shall be conducted as per schedule provided by DGT.

3. The Trade Testing Cell (TTC), DGT has worked out on various modalities for smooth conduct of this examination, same has been captured in **Guidelines and General Instructions** attached as **Annexure - I**. All authorities are requested to strictly follow and enforce the guidelines attached herewith.
4. This issue, with the approval of Director, Trade Testing Cell.

Yours faithfully

Avinash Kishore
17.11.2020.

(Avinash Kishore)
Deputy Director of Training
For Director (TTC)/ Controller of Examination

Enclosed : As above.



SCTE & VT

Memo No. 1654 /AITT/Dt. 17/11/2020

Copy to the Principals of All the TTC s / ITI s of Odisha (Both Govt. & Pvt.) for information & necessary action.

Sc 17/11/2020
Controller of Examinations

ANNEXURE – I
GENERAL INSTRUCTIONS AND GUIDELINES

GENERAL INSTRUCTIONS

- I. All stakeholders are requested to check NEWS & UPDATES daily on NCVT MIS Portal for latest information regarding AITT examination.
- II. The Question Papers of AITT under CTS (Semester System/Dual System of Training-trainees admitted till Session August 2018) exam for Practical & Engineering Drawing (ED) of all trades will be provided by State Directorates/NSTIs concern as per prevailing practice.
- III. 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 –

CTS trainees admitted in session August 2018 (02 Year course) & August 2019 (01 Year course), Ex-trainees (Semester & DST-Upto admitted 2018) and DST trainee-admitted in session August 2019 (01 Year course) .

- 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 please 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 **no negative marking** for wrong answers.

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 (Annual System)/ DST trainee-admitted in session August 2019 are following:

1. **First Year Question paper –**

The trainees admitted in session August 2018 (02 Year course) & August 2019 (01 Year course) of CTS (Annual System) - Common for All Engineering Trades (1 & 2 Year duration of trades).

The trainee-admitted in session August 2019 (01 Year course) of CTS (Dual System of Training) - 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 2018 of CTS (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 Directorates and further by State Directorates to all concerned ITIs / Exam centres at least 10 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 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 equipments 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 (dget.nic.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 incharge.
- 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.
- XI. The Marks of Practical and ED subject will be uploaded by State/UT Directorates/NSTIs in next five working days of exam on NCVT MIS PORTAL compulsorily.
- 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.

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 center, or cancellation concerned trade test leading to candidates re-appearing in subsequent AITT exam or both.

F. 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 01 month 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.

G. 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.
- III. The Marks of Practical and ED subject will be uploaded by State Directorates/ NSTIs by next day of conducting of exam on NCVT MIS PORTAL where the trainees are less than 100 or 100. If trainees are more than 100, the marks must be uploaded within the next two days of exam

H. 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.