

**No. MSDE- 18011/08/CTS/Jan-20/2019-TTC (Pt.)**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**  
**DIRECTORATE GENERAL OF TRAINING**

Employment Exchange Building, Library Avenue,  
PUSA Campus, New Delhi, Dated 2<sup>nd</sup> August, 2021

To

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

**Subject: - Activity schedule for Generation of Hall Tickets for AITT under CTS (Semester System/DST/ Annual System) for the subjects of Practical and ED is to be held in November, 2021 for the following:**

- 1. Supplementary Trainees annual system(Session 2018 &2019)
- 2. Supplementary Trainees Semester system(Session 2017 & before)
- 3. Trainees admitted in 2018, 2019 (One & Two Year Course - Annual System).

Sir/Madam,

This is in continuation to even letter no. dated 30<sup>th</sup> July 2021. It is informed that AITT under CTS exam (Semester System / DST / Annual System) is proposed to be held in August-September, 2021 from **23/08/2021**. To ensure the issuance of hall ticket to all eligible trainees through NCVT MIS Portal, the activities for hall ticket generation has to be completed by concerned ITI/SPIU on NCVT portal as per **activity schedule and time table is enclosed herewith as annexure-A.**

2. In view of above, you are requested to strictly follow the specified dates as Annexure-A and ensure entry of hall ticket eligibility criteria i.e. Sessional marks / Formative Assessment marks, Examination Fees and Attendance of trainees by the concerned ITIs under your control, so that hall ticket generated from NCVT MIS Portal can be provided to all the eligible trainees. For any technical difficulties please follow the instructions attached as **Annexure-D. Candidates without NCVT MIS portal generated Hall Ticket shall not be allowed to appear in Practical and ED exam.**

3. Further ,Since there is no provision for filling eligibility for DST session 2018 trainees and Surveyor trade(2018 admission) on NCVT MIS Portal ,Therefore State Directorate will issue Hall tickets for Practical/ED manually and send the list of eligible trainees of such cases for CBT Fees.

4. All concerned should ensure to follow Govt. Guidelines and SoP regarding safety of staff and trainees from Covid19 during exams.

5. All complaints to be handled by raising tickets with NCVT MIS PORTAL as mentioned in Para II of Annexure 'D'.

Your sincere cooperation is solicited.

Yours Sincerely



( Director )  
(TT Cell)

- Encl.: Annexure 'A' - Schedule of hall ticket activity.  
Annexure 'B' - Programme for AITT under CTS for Annual System (Trainees admitted in session Aug 2018, 2019 (01 and 02 Year course) & 2020 (01 Year course) and DST (Trainees admitted in Session Aug 2019 (01 and 02 Year course).  
Annexure 'C' - Programme for AITT under CTS for Semester and Dual System (Trainees admitted till Session Aug 2018).  
Annexure 'D' - Instructions for technical help.

**Schedule of hall ticket activity is as follows:**

<b>Sl. No</b>	<b>Activities to be performed</b>	<b>Duration (All States)</b>	<b>Activities to be done by</b>																
1.	Upload the details as given below: - <table border="1" data-bbox="209 640 1145 1182"><thead><tr><th><b>Session of the trainees</b></th><th><b>Attendance</b></th><th><b>Formative Assessment Marks</b></th><th><b>Exam fees</b></th></tr></thead><tbody><tr><td>• Trainees admitted in 2018(1 year Trade &amp; 2 Year Trade, 2019 (One Year Trade &amp; Ist Year of 2 Year Trade - Annual System).</td><td>Yes</td><td>Yes</td><td>Yes</td></tr><tr><td>• Supplementary in Practical/ED (Semester System).</td><td>No</td><td>No</td><td>Yes</td></tr><tr><td>• Supplementary in CBT*(TT/ES/WCS)/Practical/ED(Annual System).</td><td>No</td><td>No</td><td>Yes</td></tr></tbody></table>	<b>Session of the trainees</b>	<b>Attendance</b>	<b>Formative Assessment Marks</b>	<b>Exam fees</b>	• Trainees admitted in 2018(1 year Trade & 2 Year Trade, 2019 (One Year Trade & Ist Year of 2 Year Trade - Annual System).	Yes	Yes	Yes	• Supplementary in Practical/ED (Semester System).	No	No	Yes	• Supplementary in CBT*(TT/ES/WCS)/Practical/ED(Annual System).	No	No	Yes	02.08.2021 to 08.08.2021	By Principal of ITI as per attached schedule.
<b>Session of the trainees</b>	<b>Attendance</b>	<b>Formative Assessment Marks</b>	<b>Exam fees</b>																
• Trainees admitted in 2018(1 year Trade & 2 Year Trade, 2019 (One Year Trade & Ist Year of 2 Year Trade - Annual System).	Yes	Yes	Yes																
• Supplementary in Practical/ED (Semester System).	No	No	Yes																
• Supplementary in CBT*(TT/ES/WCS)/Practical/ED(Annual System).	No	No	Yes																
2.	Upload of centre mapping and generation of Hall Tickets through NCVT MIS Portal for Semester System and Annual system (including DST trainees of session August, 2019).	09.08.2021 to 13.08.2021	By State Directorate																
3.	Downloading of Hall Ticket from NCVT MIS Portal and issue to eligible trainees for Semester System & Annual system (including DST trainees of session August, 2019).	14.08.2021 to 19.08.2021	By Principal of ITI/Trainees																

\*ITIs have to marks examination fees "Yes" who has supplementary in (TT/ES/WCS) only. Hall ticket of CBT will be generated only after paying CBT fees on (<https://nimionlineadmission.in/dgt/#/examfee>)

**NOTE: - There is no Extension of above-mentioned dates and action has to be completed well in time.**

  
2<sup>nd</sup> Aug/2021

**PROGRAMME FOR ALL INDIA TRADE TEST UNDER CRAFTSMEN TRAINING SCHEME FOR  
ENGINEERING & NON - ENGINEERING TRADES TO BE HELD IN THE MONTH OF AUGUST-SEPTEMBER, 2021.  
ANNUAL EXAMINATION (TRAINEES ADMITTED IN SESSION AUGUST 2018, AUGUST 2019 ( 1 Year Trade & Ist year of 02 Year  
Trade)),AND DUAL SYSTEM OF TRAINING (DST) EXAMINATION (TRAINEES ADMITTED IN SESSION AUGUST 2019)  
PRACTICAL AND ENGINEERING DRAWING EXAMINATION  
(LUNCH BREAK FROM 01:00 PM TO 01:30 PM FOR Practical Examinations only)**

Date	Day	Time of Commencement	ANNUAL EXAMINATION AND DUAL SYSTEM OF TRAINING (DST) EXAMINATION	
			Year	All Trades of One Year duration/Two Year duration
13.09.2021	Monday	10:00 AM	I	<b>PAPER-IV</b> (Engineering Drawing) for all trades (For trainees of 01 year duration trades admitted in Session August 2019 and trainees of supplementary examination admitted in Session August 2018)
		02:30 PM	II	<b>PAPER-III</b> (Engineering Drawing) for all trades
14.09.2021 15.09.2021	Tuesday Wednesday	09:30 AM	I	<b>Trade Practical</b> for all trades (For trainees of 01 year duration trades admitted in Session August 2019 and trainees of supplementary examination admitted in Session August 2018)
16.09.2021 17.09.2021	Thursday Friday	09.30 AM	II	<b>Trade Practical</b> for all trades

  
(Assistant Director)  
TT Cell

**PROGRAMME FOR THE ALL INDIA TRADE TEST OF CRAFTSMEN UNDER CRAFTSMEN TRAINING SCHEME  
FOR ENGINEERING & NON ENGINEERING TRADES TO BE HELD IN THE MONTH OF AUGUST-SEPTEMBER, 2021.  
SEMESTER SYSTEM EXAMINATION AND DUAL SYSTEM OF TRAINING (TRAINEES ADMITTED TILL SESSION AUGUST 2018)  
PRACTICAL AND ENGINEERING DRAWING EXAMINATION**

Date	Day	Time of Commencement	SEMESTER SYSTEM		DUAL SYSTEM OF TRAINING (Trainees Admitted till Session August 2018)	
			Semester	All Trades of One, Two & Four Semester duration	Year	All Trades of One Year & Two Year duration
13.09.2021	Monday	10:00 AM	II	PAPER-III (Engineering Drawing)	I	PAPER-IV (Engineering Drawing)
		02.30 PM	III	PAPER-III (Engineering Drawing)	II	PAPER-III (Engineering Drawing)
14.09.2021	Tuesday	10:00 AM	IV	PAPER-III (Engineering Drawing)	--	--
		02.30 PM	--	--	--	--
15.09.2021	Wednesday	09:30 AM	I	Trade Practical	I	Trade Practical
16.09.2021	Thursday	09.30 AM	II	Trade Practical	I	-Do-
17.09.2021	Friday	09.30 AM	III	Trade Practical	II	Trade Practical
18.09.2021	Saturday	09.30 AM	IV	Trade Practical	II	-Do-

(LUNCH BREAK FROM 01:00 PM TO 01:30 PM FOR Practical Examinations only)

Note:

1. Only trainees admitted after session August 2018 (Six months duration trades) shall appear in semester system examination.

  
 Assistant Director  
 (TT Cell)

Technical Help

- (a) **Modes of Communication:** A user can communicate with the helpdesk in three ways: -
- (i) **Phone Number:** - Executives shall manage dedicated landline numbers. Where a user can call and log his issue. Any call made at the helpdesk shall be logged in the ticketing system (HP ASM) along with the action taken and solution provided.
- (ii) **Email:** - A user can also email to the helpdesk the helpdesk shall respond to the emails received, log a ticket, and record the action and the solution provided (if any) for such email.
- (iii) **User logs tickets through HPSM user portal:** - This functioning where a user can login with dedicated user id and password in HP ASM Tool and log a complaint, now a days this option is being used mostly and helpdesk team get notification for each new ticket logged and start working.

**HPSM User Portal:** - <http://help.ncvtmis.gov.in/sm/ess.do/>

**First time login without password.**

  
Assistant Director  
(TT Cell)

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