



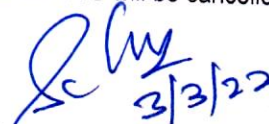
No. 336 AITT-March-2022/Dt. 03.03.2022
(VT-I-03/2022)

In pursuance to the DGT Order No MSDE-18011/08/CTS/March-21/2021-TTC(C.No44186)-OrderNo-16) dated 18th Feb-2022 the Practical & Engg. Drawing Examination of AITT-March-2022 for Leftover & Supplementary Trainees of Annual System / DST(Session: 1st Year of 2018-19 & 2019-20 and 2nd Year of 2018-20 & 2019-21) and Regular Trainees of Annual System /DST (1st Year of 2020-21 & 2020-22) have been scheduled from 8th March-2022.

In view of the above & with reference to this Office Letter No 260 AITT-March-2022/Dt.21.02.2022 , All the Trade Testing Centres (TTCs) of Odisha shall obey the following Standard Operating Procedure (SoP) & Guidelines for Conduct of Engineering Drawing & Practical Examinations.

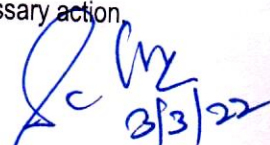
SoP and Guidelines for Conduct of ED & Practical :

1. The Examination Centre (TTC) for Engineering Drawing & Practical should follow the Standard Operating Procedure(SoP)and Guidelines issued from the Govt. of India / Govt. Of Odisha , District & Local Authority as strictly applicable for Covid-19.
2. The concerned TTCs/ITIs must confirm the appointment of Practical Examiner (Appointed by the TTCs / ITI s) for all Trades & Units at least 3days before the schedule Examination.
3. Photocopy of Question Papers from out side of Exam Centre or movement of question paper outside the Exam Centre premises before completion of the Exam is strictly prohibited.
4. The concerned TTC /ITI must ensure that Unit, Trade and Exam wise attendance sheet of Trainees appearing for the Examination is prepared before the day Examination. The same must include Roll Number as per NCVT MIS Portal HT eligible Data .
5. The Trainees without NCVT MIS Portal generated Hall Ticket should not be allowed to appear ED & Practical Examination.
6. Practical Jobs should be evaluated on the spot on the day of Examination by the Examiner & the Mark foil should be submitted at the Nodal Govt. ITI s for immediate uploading in the NCVT MIS Portal .
7. All TTC should submit the ED Sheets & Practical Jobs at Nodal Govt. ITI s on the same day of Examination (TTCs within the distance of 50KM) and next day (For TTCs beyond 50 KM by 12.30 PM)
8. If any ITI fails to submit the ED sheets/Practical jobs with Mark foil at the Nodal Govt. ITI within stipulated Time limit , then they shall be held responsible for Non-publication of results of their Trainees & the TTC will be cancelled.
9. The ED Evaluation will be done at Nodal Govt. ITI s of Each District.


Controller of Examinations

Memo No. 337 / AITT-March-2022/Dt. 03.03.2022

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


Controller of Examinations