



No. 1259 /Dt. 26/7/22  
(VT-I-10/2022)

From,

Sri S.K.Mishra,  
Controller of Examinations.

To

The Principal,  
All Govt. & Private ITI s of Odisha .

Sub:- Conduct of Practical Examination for AITT-August-2022-Regarding.

Ref: DGT Notification F. No 1801/01/CTS/2022-TTC(C. No 51097) Dated 06.07.2022 .

Sir/Madam,

In inviting a reference to the DGT Notification All the affiliated ITI s (Both Govt. & Pvt ) are declared as Self Centre for AITT-August-2022 and Principals are appointed as the Centre Superintendent for conduct of Practical Examinations scheduled to be held from 01/08/2022 to 04/08/2022.

The instructions of Entry of Practical Marks by Examiner within 48 Hrs is attached for your reference.

Yours faithfully,

Controller of Examinations.

Encl: As above.





### Entry of Practical Marks by Examiner – with in 48 Hrs

#### Process for Marks Upload by Examiner :

1. ITI will provide a terminal and connectivity to the Examiner for entering the practical marks.
2. Examiner will mark the attendance of trainees in the portal.
3. Examiner will evaluate the job and prepares the score sheet.
4. Score sheet will be signed by two officials viz the Examiner and Observer/Superintendent.
5. Examiner will logs in NCVTMIS portal using assigned examiner ID and OTP.
6. Examiner will enter marks against the list of trainees displayed/present and the scan copy of the score sheet will be uploaded .
7. In case trainee appeared using the manual hall ticket due to court case or missing trainee, examiner is allowed to enter the additional trainees (exceptional case)
8. The examiner has to complete the entry and submit the marks along with scan copy of the score sheet within 48 hours of completion of exam. If not submitted, it would be a deemed submission to Nodal ITI after 48 hrs.
9. If the examiner is failed to upload the marks, then it is the responsibility of the Nodal ITI to enter the marks.

