

File No.DGT-16/2022-TT Cell (FTS no. E-54304)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, DGT,
Kaushal Bhawan New Moti Bagh,
New Delhi 110023
Dated: 30th June 2023

To,

The Commissioners/ Director, Vocational Training / Skill Development, All States/
UTs
The Directors, RDSDEs and Principals, NSTIs

Subject: Timeline and Process for Recording and Submission of AITT-2023 Practical Exam Marks-reg

Sir/Madam,

The Schedule of AITT 2023 CTS Mains Examination was announced vide order of even no dated 20.04.2023. As per the said order, the **Practical Examination** is scheduled from **03.07.2023 to 07.07.2023**.

2. Further, in subsequent order of even number dated 28.04.2023, the guidelines for the examination were elaborated. As per the guideline, the Practical Examiners have to upload Trade Practical marks on the NCVTMIS within 48 hours after the conclusion of the Practical Examination.
3. In continuation to above orders, it is advised that the Examiners should upload the Trade Practical Marks on the day of the Examination itself. Further, the Nodal ITI and SPIU should also approve or make correction in the entered Practical marks on the same day or next day.
4. The timeline for the Practical Examination and uploading and approval of Practical Marks by the Examiners and the Nodal ITIs/SPIUs respectively is specified as below.

SNo	Event	Time Frame
1.	Conducting of Trade Practical Examination	03.07.2023-07.07.2023
2.	Uploading of the Trade Practical Marks by the Examiners on NCVT MIS Portal	03.07.2023-09.07.2023
3.	Approval/ Correction of Trade Practical Marks by the Nodal Creator	03.07.2023-11.07.2023
4.	Approval of the Trade Practical Marks by the SPIU Approver	03.07.2023-12.07.2023

5. Every stakeholder should scrupulously stick to the timeline, as it will not be possible to extend the date beyond the timeline mentioned above.
6. The step wise process for the recording and submission of trade practical marks is attached herewith as **Annexure I**.

7. The process of the uploading Practical marks by the Examiners on the NCVT MIS Portal has been already provided in order of even no dated 28.04.2023 (Subject: - Detailed Guidelines Regarding (AITT)-July 2023 Practical / CBT examination for Regular). The Annexure D of the same order may be referred.
8. It is again reiterated here that, in case, no entry for a trainee (either marks or absent) is made or the entry is not approved, within the stipulated timeframe, the trainee will be treated as absent in the Practical Examination and his result will be processed accordingly.
9. Hindi version will follow.

Yours Sincerely,



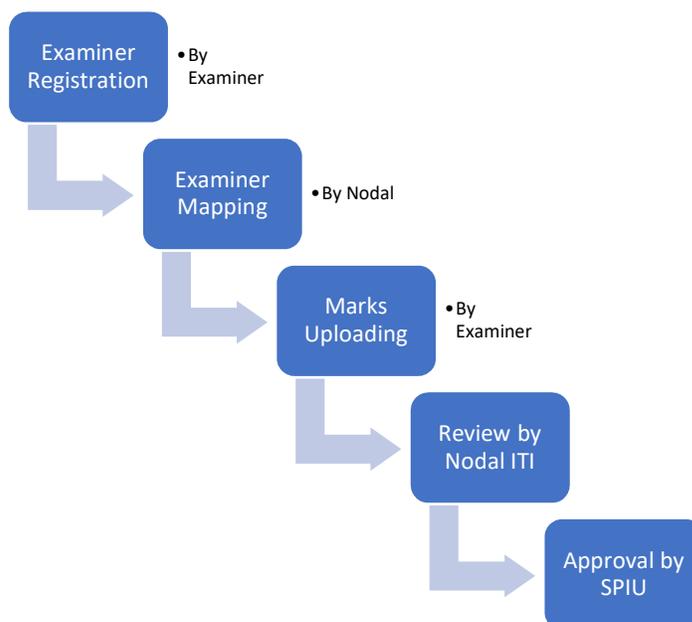
(CS Murthy)

30/6/23

Controller of Examination, DGT

Copy to:

1. Sr. PPS to DG (T)
2. Sr. PPS to DDG
3. Principals, all ITIs, through Email
4. All mapped Examiners, through Email
5. M/s Wipro for necessary action

Process for Recording and Submission of AITT-2023 Practical Exam Marks-reg**Examiner Registration:**

1. It is mandatory for all prospective examiners to register themselves on the NCVT MIS portal.
2. Examiner receives an activation email to confirm his/her email address and mobile number.
3. Nodal ITIs have a resend email button, in their login, to re-send the activation email and Mobile OTP, if required.
4. Post registration, the examiner receives a temporary examiner id.
5. On Nodal approval the Examiner receives an Examiner Id via email.

Examiner Mapping with Practical Examination Centre:

6. Nodal ITI has the rights to do the Examiner Mapping with Practical Examination Centre.
7. Nodal ITI has authority to edit the details of the Examiner, if required.
8. On mapping with the Practical Examination Centre, the Examiner gets an email.
9. Examiner can accept/rejects mapping within 24 hours. If an Examiner neither accept nor reject the mapping, he/she is automatically deemed approved by the system. Nodal ITI can un-map examiner mapping if required.
10. On acceptance, a confirmation email is sent to the Examiner, with **Examiner Id and a six-letter passcode** generated randomly.

Practical Marks Uploading by Examiner

11. ITI has to provide a computer system with good internet connectivity to the Examiner for entering the Practical Marks.
12. Examiner marks the attendance of the trainees. (Offline Process)
13. Examiner conducts the Practical Examination and prepares the score sheet. (Offline Process)
14. Examiner logs in using Examiner Id and Mobile OTP or Email.
15. Instruction screen is displayed. In case, the Examiner is mapped for multiple examinations he/she is presented the list and he/she has to choose the examinations for which he/she wants to enter the marks.
16. Examiner enters Practical marks against the list of trainees displayed. Marks window will open only for the pending trainees.
17. Examiner can even save the partial data entered and complete the marks entry in multiple operations. All the saved data entered can be previewed and edited till final submission is completed.
18. Examiner uploads a scanned copy of the score sheet in PDF/JPG/PNG format and document size should be less than 200kb.
19. Once completed the examiner clicks the Submit button.
20. Examiner authenticates the submission by entering his six-letter passcode.
21. The examiner must complete the entry and submit the marks, along with uploading scanned copy of the score sheet within 48 hours of completion of exam.
22. The hard copy score sheet is dispatched to the Nodal ITI by the current method. (Offline Process)

Review by Nodal ITI

23. Nodal ITI can perform the following functions through **Creator login**:
 - a. Submit the marks to SPIU.
 - b. Make Changes & Submit the Marks to SPIU.
 - c. In case the examiner has failed to upload the marks, Nodal ITI can enter trainee marks.
 - d. to upload the scanned copy of the score sheet.

Review by SPIU

24. SPIU can perform the following functions through **Approver login**:
 - a. Approve the marks.
 - b. Reject the marks back to the Nodal ITI.