No. 1461 /Dt. 23/7/24.
(VT-I-3/2024)

From,

Dr. B.B.Mohanty,
Controller of Examinations.

To

The Principal,
All Nodal ITI s of Odisha .

Sub:- Mapping, Re-Mapping & Approval of Practical Examiners for AITT-Aug-2024 in SIDH Portal-Regarding.

Ref:- DGT Notification Guidelines Vide FTS. No. E. 44186 dated 27/06/2024
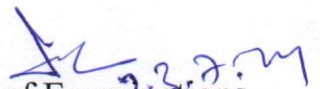
Sir/Madam,

In inviting a reference to the guidelines of DGT Notification all Nodal ITI s will ensure the Approval & Mapping of Registered Practical Examiners for AITT-Aug-2024 in SIDH Portal as per SoP/ detailed Guidelines of the DGT.

The Mapping, Re-Mapping & Approval of Registered Practical Examiners by the Nodal ITI s in SIDH Portal should be completed latest by 31st July-2024 soas to start the Practical Examinations from 1st August-2024. However the same may be opened till the last date of Practical Examination(6th August-2024).
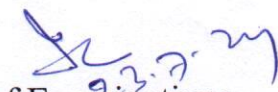
This may be treated as <u>Most Urgent.</u>

Yours faithfully,

Controller of Examinations.

Encl: As above .

Memo No. 1462 Date 23.07/24

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

Controller of Examinations.

www.sctevtodisha.nic.in

Unit-VIII, Near Raj Bhawan, Bhubaneswar. ODISHA-751012 | sctevt@yahoo.in

7th floor, Kaushal Bhawan, New Delhi-110023,
Date: 27.06.2024

To,
  1. All the State/UT Directorates dealing with Craftsman Training Scheme.
  2. All the Regional Directorate of Skill Development & Entrepreneurship (RDSDEs) and the Principals, NSTIs.

Subject: — Detailed Guidelines Regarding All India Trade Test (AITT)-August 2024 Mains examination for CTS trainees - reg.

Sir/Madam,

This is in continuation to the office order of even no dated 05.06.2024 wherein the schedule for All India Trade Test 2024 for Craftsmen Training Scheme (including Dual System of Training) has been announced for the following batches.

Si. No.	Session	Trainees Type
1.	2nd year of 2-year course (2022-24)	Regular and Private
2.	1st year of 2-year course (2023-25)	Regular and Private
3.	1- year / 6-months course (2023-24)	Regular and Private

2. As mentioned in the office order of even no dated 05.06.2024, the activities for the examination will be carried on the Skill India Digital Hub (SIDH) portal. Vide letter no DGT-18030/2/2024-O/o DIR (TT) (FTS no. E 66182) dated 10.06.2024, all states and ITIs were requested to check their logins (creator and approver) on the test link for the SIDH (https://uat-iti.betalaunch.in/). The State/ITIs may raise a ticket on the NCVT MIS Portal for addition/updating the users (creator and approver) on the SIDH.

3. **Hall Ticket (HT) eligibility:** The entry of attendance and Formative Assessment marks for all regular trainees on the SIDH has to be completed within the dates 30.06.2024 to 08.07.024. ITI Principals are requested to fill trainees' attendance, formative assessment and CBT and Practical examination fees on the SIDH within the stipulated time. The Eligibility criteria for appearing in the AITT 2024 mains examination is as below:

SI. No.	Parameter	Eligibility Criteria for Hall Ticket Generation
1.	Attendance*	$> = 80\%$**
2.	Formative Assessment	$> = 60\%$
3.	CBT and Practical Examination Fees	Yes

*Calculation of number of working days for attendance can be decided by States/UTs through their State Skill Development and Entrepreneurship Committee (SSDEC), based on date of start of session.
** For relaxation of attendance criteria by the Principal, ITI, refer to order no MSDE-19/01/2017-CD dated 05th July, 2017.

It may be noted that it is mandatory to fill the attendance and Formative Assessment for all the trainees. The submission of eligibility on the SIDH portal will not be enabled unless all entries are made. However, partial data can be entered and saved on the portal.

4. As per the schedule, the practical examination was scheduled from 01.08.2024 to 05.08.2024. but 04.08.2024 being a Sunday, the revised dates may be read as 01.08.2024 to 06.08.2024. Detailed schedule is attached at **Annexure A.**

5. Further, vide order no DGT-35/4/1 Secy. (MSDE) /2022 dated 28th March 2022 regarding State Skill Development and Entrepreneurship Committee (SSDEC), State/UT Directorates have been empowered to set the practical examination question papers for all the trades. Hence, **State/UT Directorates are requested to prepare the question papers and conduct practical examinations for all trades.**

6. As per the order No. MSDE-18011/DGT/2017-TTC(Pt-III) dated 19.12.2019 all the ITIs are **self-centre** for conducting **Practical Examination.** However, concerned SSDEC/ State Directorate can decide any other practical examination centre.

7. The Examiner mapping for the practical examination will be done by the Nodal ITIs for respective district. The examiner mapping and re mapping will be open till the last day of the practical examination i.e. 5 Aug 2024.

8. The process of uploading the practical marks by examiner on the SIDH has to be mandatorily completed within 48 hours, after the conclusion of the practical examination. It may be noted it is mandatory to enter exam attendance and practical examination marks on SIDH portal (if trainee is present) for all trainees whose practical examination hall tickets were generated. The partial submission of practical marks for eligible Candidates on the examiner login page on the SIDH will not be possible.

9. **Computer Based Test (CBT) Fees Collection: -**

   a) Fees amounting to **Rs. 213 (two hundred thirteen only) for each trainee** is to be deposited for CBT through online mode. No other mode of payment will be entertained. It may be noted CBT fees can be deposited by the ITIs or by trainee herself through his / her login on the SIDH.

   b) For Government ITIs having no facility of submitting CBT fees online on SIDH through payment gateway, fees can be collected from trainees and deposited in bulk directly to the NIMI bank account through any mode. The payment details and proof of such transactions must be uploaded by the ITI on the SIDH platform for verification and approval by NIMI. If the ITI fails to upload the fee payment details within the stipulated time, no communication regarding the payment will be entertained via email or any other mode.

   The NIMI Bank Account Details for depositing the CBT fees is provided below:

   Name: NIMI CBT EXAMINATION,
   A/c No. 570401010050228,
   IFSC Code - UBIN0557048,
   MICR Code - 600026040,
   Bank - UNION BANK OF INDIA,
   Branch & Address - CTI CAMPUS, GUINDY, CHENNAI – 600032

   Any individual trainee fee payment directly to the NIMI bank account will neither be considered as valid fee payment and nor be refunded.

10.   **CBT Exam Centre Mapping:** The CBT exam centre mapping has to be completed by the State Directorate in liaison with the NSEIT between 14.07.2024 to 28.07.2024. The CBT Exam centres are finalized after the final approval of the State Directorate only. Therefore, the State has to mandatorily confirm/ suggest changes to the exam centre mapping submitted by the NSEIT.

11.   **CBT Examination Pattern:** The CBT examination will be of **two hours'** duration consisting of 75 questions with **150 marks** (2 marks each). This will consist of Trade Theory (TT), Workshop Science and Calculation (WSC), Engineering Drawing (ED) and Employability Skills (ES).

a) Engineering Trades (100 Marks for Trade Theory, and 50 marks for Employability Skills): -
- **Trade** Theory (including Workshop Science and Calculation & Engineering Drawing: TT- 38 Questions, WSC- 6 Questions, ED- 6 Questions)
- Employability Skills (25 Questions, 50 Marks)

b) Non-Engineering Trades (100 Marks for Trade Theory and 50 Marks for Employability Skills): -
- 50 questions on Trade Theory only (50 Questions, 100 Marks)
- Employability Skills (25 Questions, 50 Marks)

The minimum passing percentage for both Trade Theory and Employability Skills is 33%.

12.   **Deputation of Observer and Flying Squad:** State Directorates and RDSDEs may deploy observers and flying squads in examination centers across the state for the Practical and CBT examinations to ensure these examinations are conducted in fair and transparent manner.

Hindi version will follow.

(C.S. Murthy)
Director /Controller of Examination, DGT

Copy to:
1. Sr. PPS to Secretary, MSDE
2. Sr. PPS to DG (T), MSDE
3. Sr. PPS to DDG (T)
4. Director, NIMI
5. SIDH/DGT Website/NCVT MIS Portal for wide circulation.
6. All ITIs/NSTIs through bulk email

All INDIA TRAE TEST UNDER CRAFTSMEN TRAINING SCHEME (CTS) FOR
ENGINEERING & NON- ENGINEERING TRADES

Schedule of Practical Examination to Be Held in the Month August, 2024.

Date	Day	Time	ANNUAL EXAMINATION CTS/DST EXAMINATION	
			Year	Trade Duration
01.08.2024 03.08.2024	Thursday Friday Saturday	9:30 AM To 6:00 PM	I	TRADE PRACTICAL: - for trainees of 1st year of two-year trades, 06 months and 01-year trades admitted in 2023 session
05.08.2024 06.08.2024	Monday Tuesday		II	TRADE PRACTICAL: - for trainees of 2nd year of two-year trades admitted in 2022.

(Lunch Break from 01.00 PM TO 01.30 PM for Practical Examinations only)

ITI EXAMINER
USER MANUAL
FOR
CRAFTSMEN TRAINING SCHEME (CTS)
TRAINEE EXAMINATION MODULE
ON SKILL INDIA DIGITAL HUB

Contributors:

Activity	Name of contributor	Designation of contributor
Prepared by		
Reviewed by		
Approved by		

Amendment log:

Version	Date	Brief description	Section Change

Table of Contents

1 Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by Directorate General of Training (DGT). This portal needs to be upgraded to the latest technology. Therefore, the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital Hub, to oversee the CTS trainee lifecycle.

This manual is intended for ITI Examiner users to manage participation and contributions within the Trainee Examination Module. The primary responsibilities of ITI Examiner include:

- **Mapping Requests**: **View, Approve, or Reject Mapping Requests**: Examiners have the authority to view mapping requests sent by the Nodal ITI or NSTI approver. They can approve or reject these requests based on their preferences and the requirements of the trainees.

- **Practical Examination Management**:
  - o **Enter Attendance**: Examiners are responsible for recording the attendance of trainees during practical examinations.
  - o **Enter Marks**: They also enter the marks for the practical examinations, ensuring that each trainee's performance is accurately evaluated and recorded.

It also aims to provide insights into the operational status of processes, indicating whether they are ongoing or completed. Care is taken to explain each process and the roles of ITI Examiner users involved in detail.

1.1 System Requirements

You can access Skill India Digital from various devices and platforms, on both PC and Mac desktops/laptops.

   a. Minimum system requirements:
      - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
      - A broadband/mobile internet connection with good speed
   b. PC specific requirements
      - Platform: Windows 8.1 or higher with the latest updates installed
      - RAM: 4GB or more
      - Video: Graphics output capability

- Sound: Sound output capability
c. Mac specific requirements
    - Platform: Mac OS X 10.12 or higher with the latest updates installed
    - RAM: 4GB or more
    - Video: Graphics output capability
    - Sound: Sound output capability

2   Register as ITI/NSTI Examiner

a.   Following are the steps to visit Skill India Digital Hub:

- To visit Skill India Digital Hub, make sure you have a device with internet connection.
- Open any browser in your device.
- Enter the Skill India Digital Hub URL in the address bar 'https://www.skillindiadigital.gov.in/home' and then press enter or click on go

Figure 2-1

b.   Click on the Register button in the top right corner.

Figure 2-2

c.   Select "Partner" option:
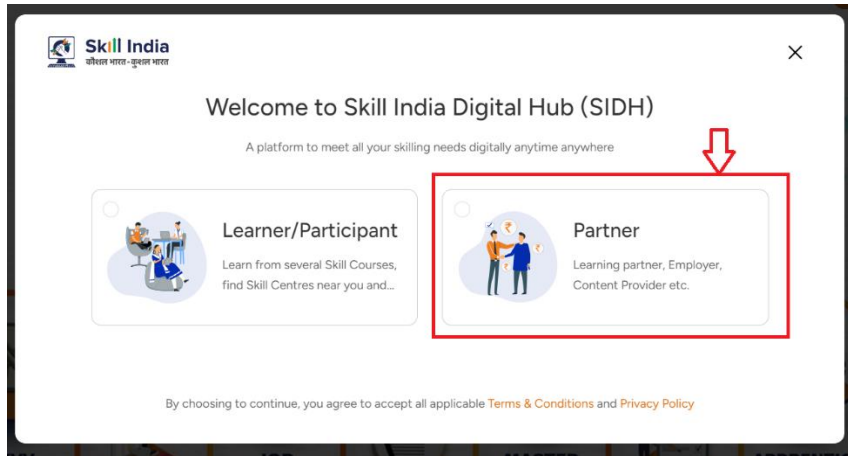
Figure 2-3

d. Click on "Register" button in ITI/NSTI Examiner role card.
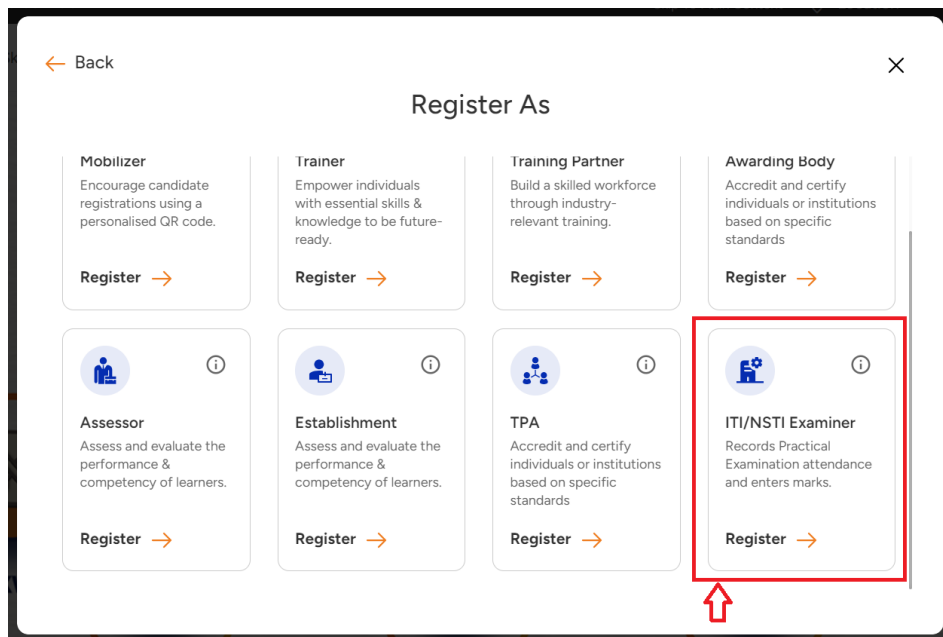
Figure 2-4

e. Click on ITI/ NSTI examiner the following form will appear to for submission of basic details via Examiner:

Figure 2-5

f. Preference type for examiner:
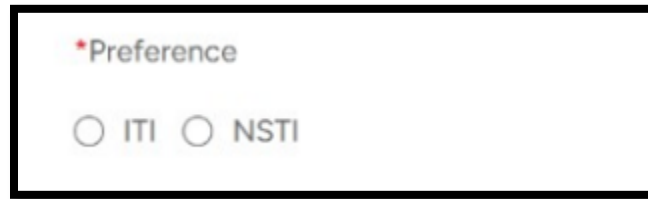
Figure 2-6

- **ITI option:**
    1. Examiners selecting ITI can choose up to three districts under their preferred state.
    2. After completing the profile details, submit the profile to the Nodal ITI for approval.
    3. The approval request is sent to the selected district's Nodal ITI:
        a. If one district is selected, the request goes to that district's Nodal ITI.
        b. If two districts are selected, the request goes to both districts' Nodal ITIs, and any one of them can approve the profile.
        c. If three districts are selected, the request goes to all three districts' Nodal ITIs, and any one of them can approve the profile.
    4. Once a Nodal ITI acts on the profile, other Nodal ITIs can only view the profile.
    5. Nodal ITI can approve or send back the profile with mandatory remarks.
    6. Upon submission for approval, the examiner cannot edit the profile unless the Nodal ITI sends it back for corrections.
    7. Until a mapping request is received, the examiner can update profile details.
    8. Remarks from the Nodal ITI will be visible on the basic details page.

- **NSTI option:**
    1. Examiners selecting NSTI can choose only one NSTI Centre as a preference under their preferred state.
    2. After filling in the necessary details, submit the profile to the NSTI Approver for approval.
    3. Once submitted, the examiner cannot edit or update the profile.
    4. The NSTI Approver can either approve the profile or send it back for corrections.

5. If corrections are needed, update the profile based on the approver's remarks and resubmit it.
6. Until a mapping request is received, the examiner can update profile details.

g. After, entering the details in the above form, ITI Examiner need to click on the submit button and then he/she will be receiving OTPs on submitted email and mobile as shown below:

- OTP Notification on Mail:
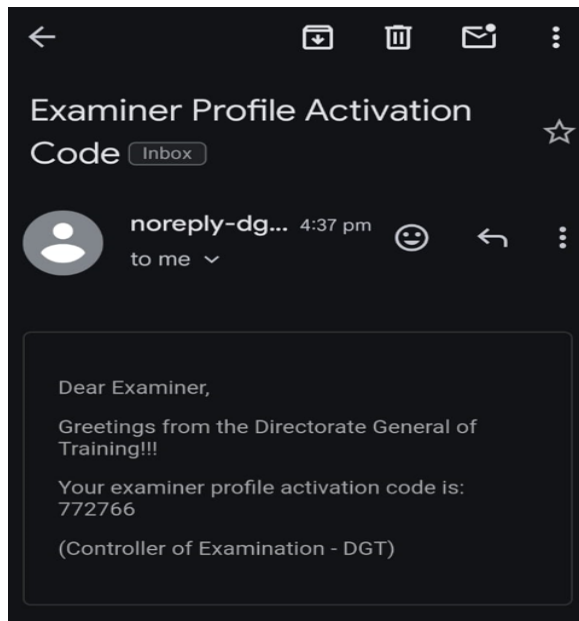
Figure 2-7

- OTP Notification on Mobile:
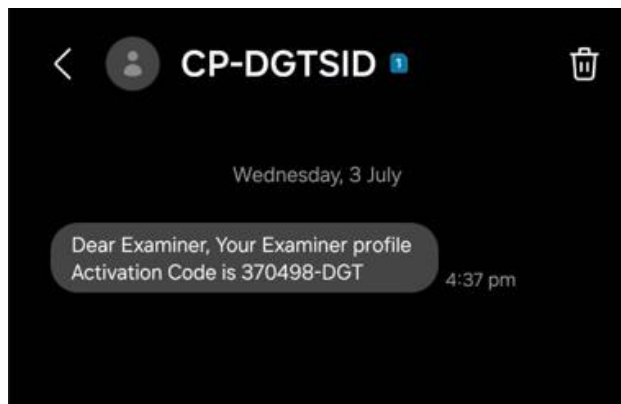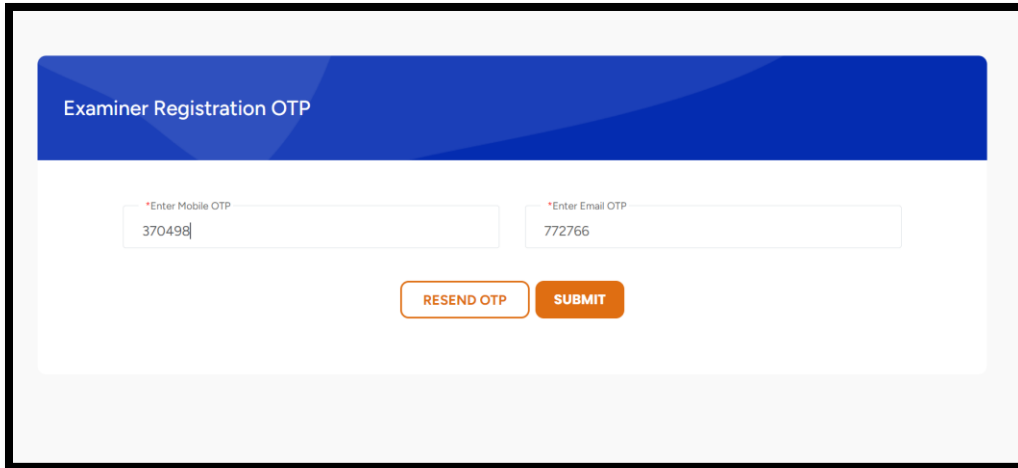
Figure 2-7

h. Examiners need to enter the received OTPs on email and Mobile:
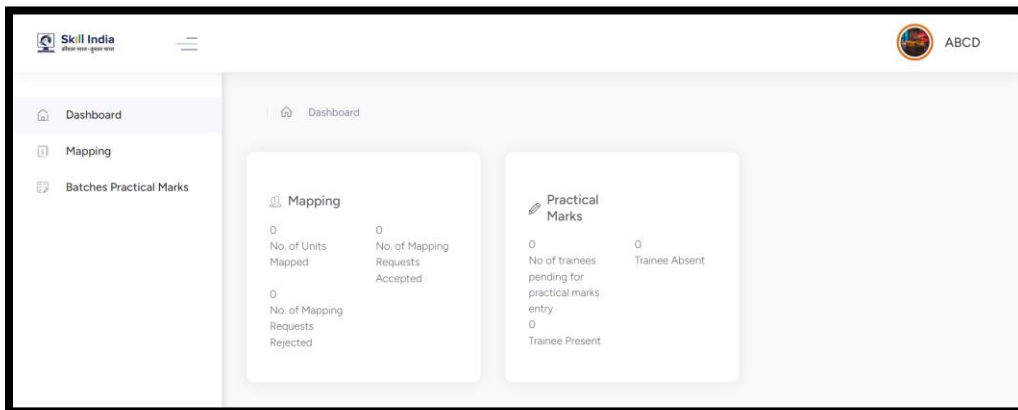
i. Following window will appear at first time automatic login during registration,

j. Now, User needs to update the profile for further usage.
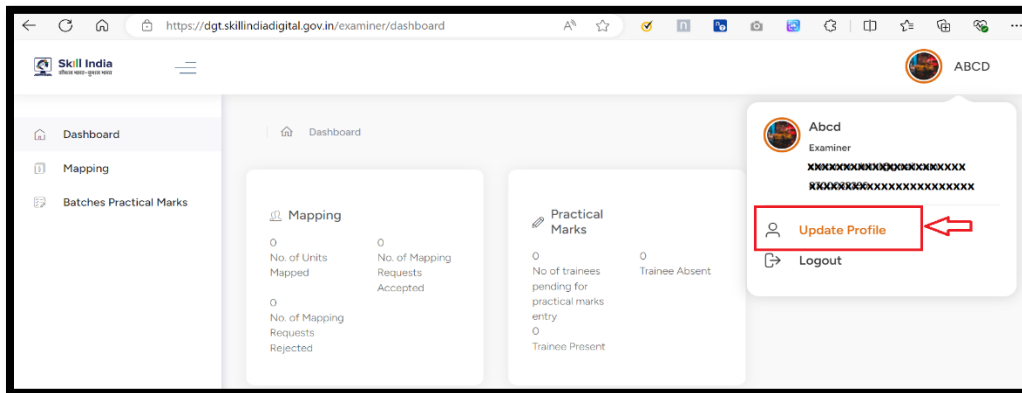
Figure 2-20

k. The following window will appear which comprises of sections:
   1. Basic Details
   2. Academic Qualification Details
   3. Technical Qualification Details
   4. Work Experience Details
   5. Preferences Details
   6. Trade Preferences Detail
   7. Submit for Approval: On clicking this button user request will be forwarded to Nodal User.
   8. Edit: On Clicking this button the user will be able to edit the submitted information.

Figure 2-31

Note: After submission of above details by Examiner user and approval via Nodal user, the Examiner will be able to participate in further processes like mapping requests and practical exam management.

3 Login as ITI/NSTI Examiner

a. These are the steps to visit Skill India Digital Hub:

- To visit Skill India Digital Hub, make sure you have a device with internet connection.
- Open any browser in your device.
- Enter the Skill India Digital Hub URL in the address bar 'https://www.skillindiadigital.gov.in/home' and then press enter or click on go
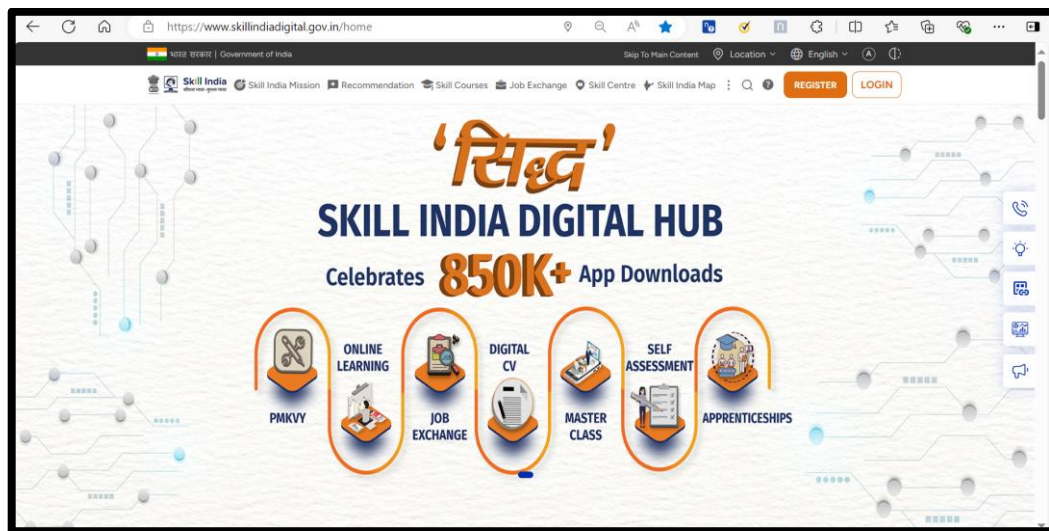
Figure 3-1

b. Click on the LOGIN button in the top right corner.

Figure 3-2

c. Select "Partner" option:
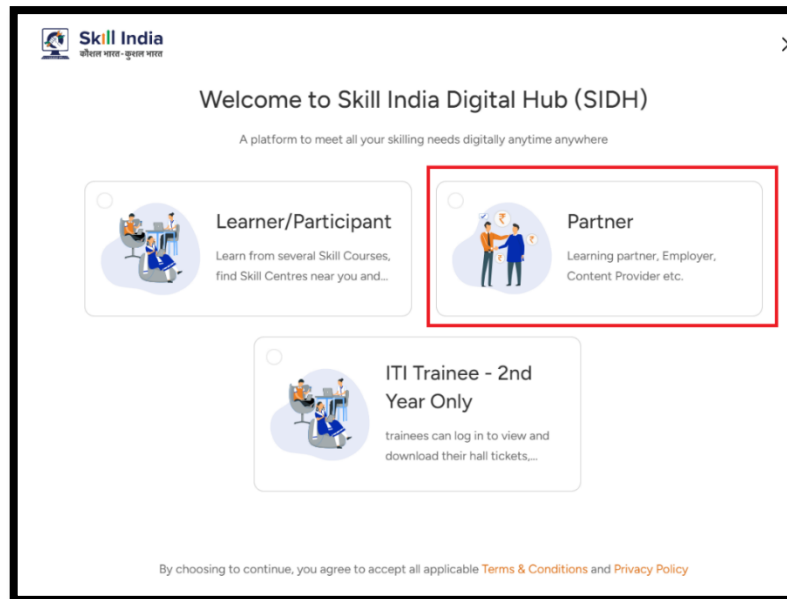
Figure 3-3

d. Click on "Login" button in ITI/NSTI Examiner role card.
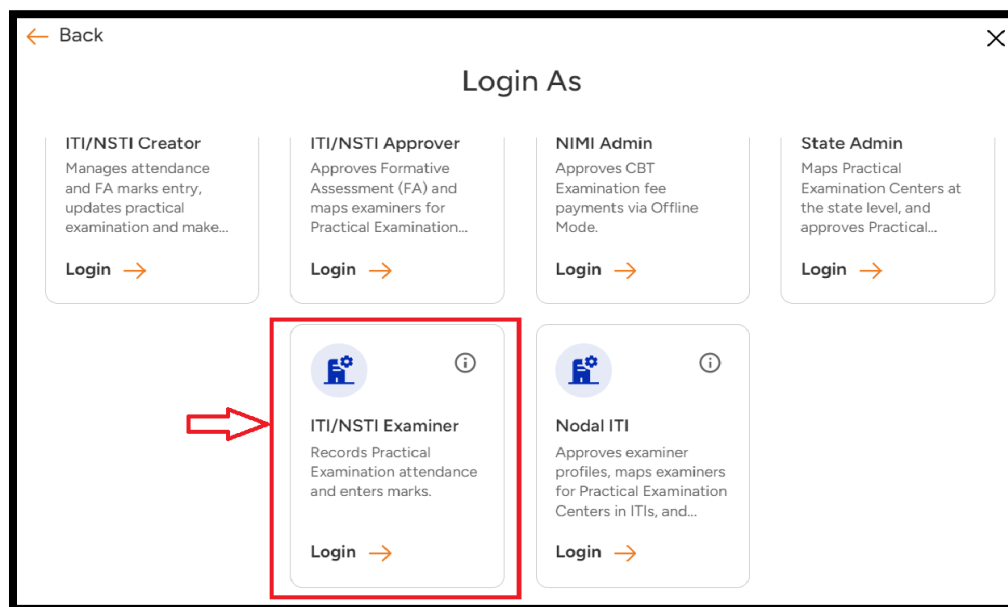
Figure 3-4

e. After clicking on the "Login" button on the role card of ITI/NSTI Examiner, another pop-up will appear displaying relevant admin options amongst these, select the ITI/NSTI Examiner option.
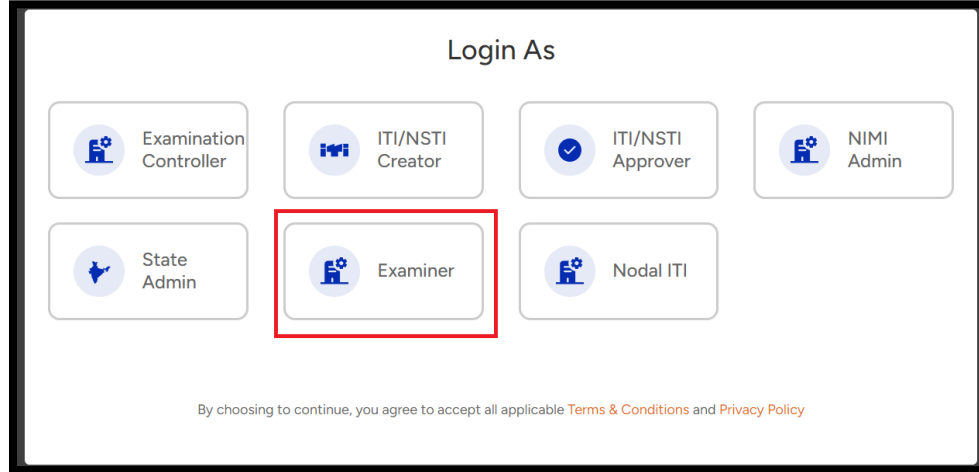
f. Now, please enter your registered mobile number as ITI/NSTI Examiner and click the "Continue" button to log into the SIDH platform, as shown in the image below:
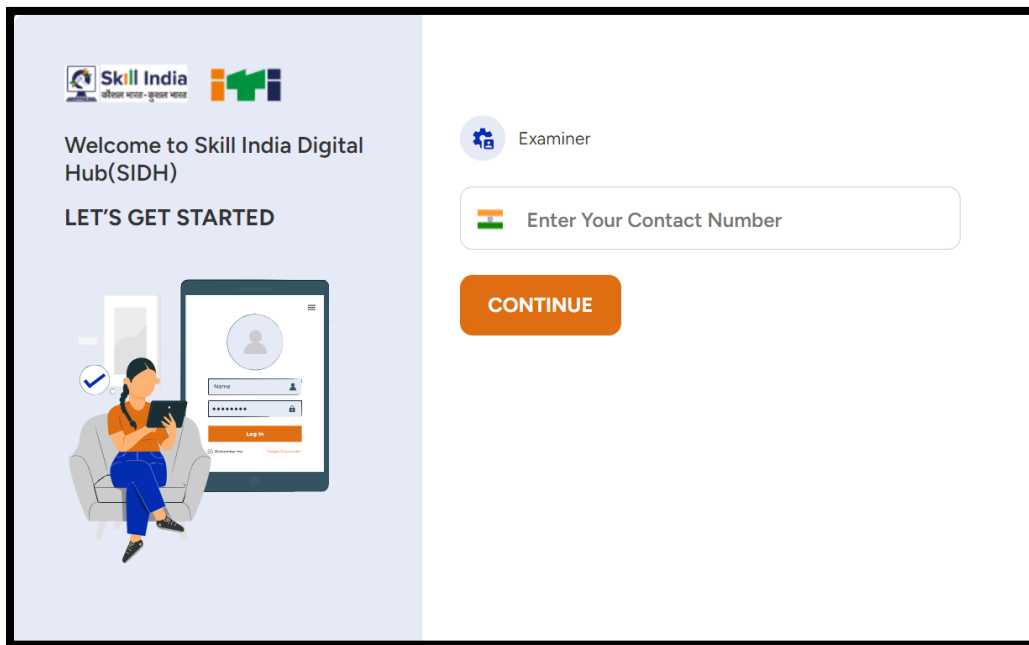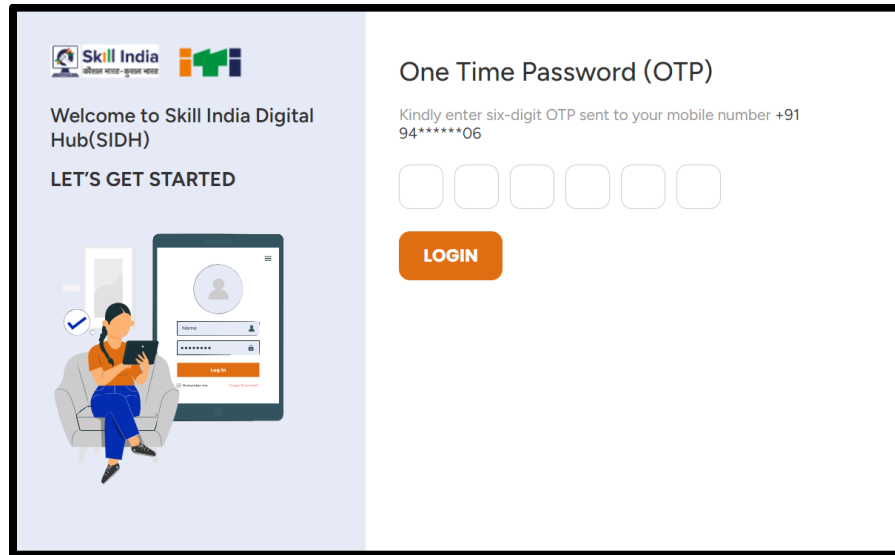
Enter the OTP received on your registered/entered mobile number as ITI/NSTI Examiner from the previous screen, then click the "Login" button. If you do not receive the OTP, click on the "Resend OTP" option.

Figure 3-7

4 Dashboard

After Login this will be the first screen which will be comprising of multiple options at the left side of the screen namely:

- Dashboard
- Mapping
- Batches Practical Marks

This screen will also be comprising dashboard to showcase, Mapping and Practical Marks entry status related to the NSTI/ ITI Examiner, as shown in the image below:
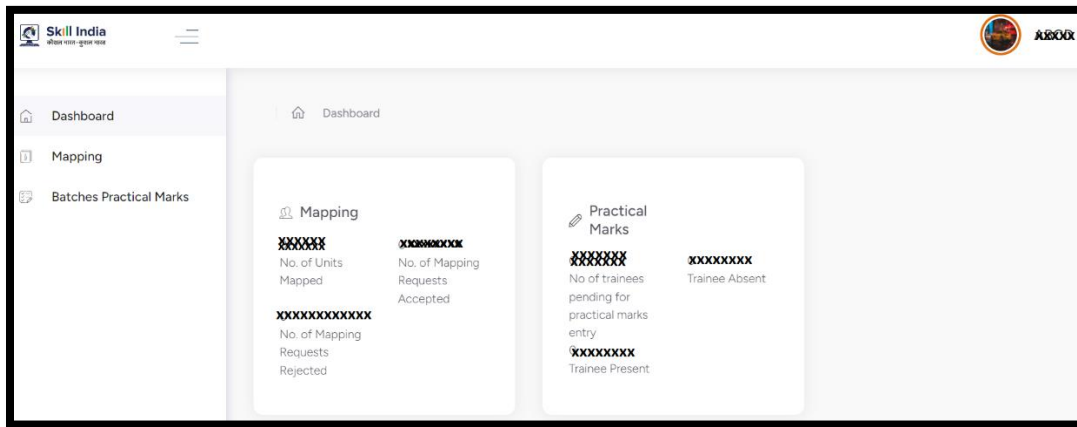
Figure 4-1

NOTE: This dashboard shown below will be evolving in nature and details shown above may be enhanced later.

5 Mapping

In the Mapping Module the ITI Examiner will be able to view a list of all the Mapping request raised by the ITI Nodal, list comprises of details such as trade, shift, and unit will be filled by the Nodal ITI. ITI Examiner may accept or reject the mapping requests.

On clicking the [🔍 SEARCH] search button below the details based on search results will be displayed as a list below, and by clicking on [RESET] reset button the input parameters will reset itself.
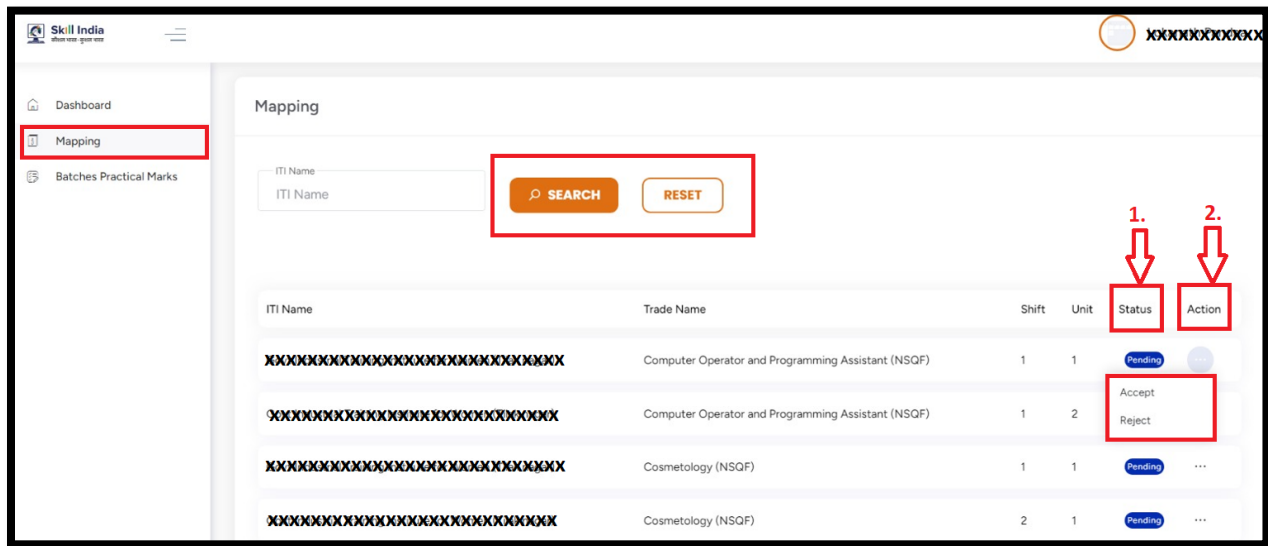

Figure 5-1

1. This shows the status that mapping request is pending, accepted or rejected.
2. This defines the action to be taken by the users i.e., to accept or reject.

Note: ITI Examiner can be mapped to a maximum of eight units within the same examination schedule for one year and eight units for two-year trainees. After each examination cycle, he/she may update location preferences, with previously selected locations remaining as default.

6   Batches Practical Marks

In the Batches Practical Marks section, the ITI Examiner can submit the Trainee marks batch wise, the image below depicts the interface provided to ITI examiner for marks entry and details are:

6.1   Mapped Batches detail

The screen below depicts the details of the batches in which ITI examiner has to submit the batch wise marks, the services available on this screen are as follows:
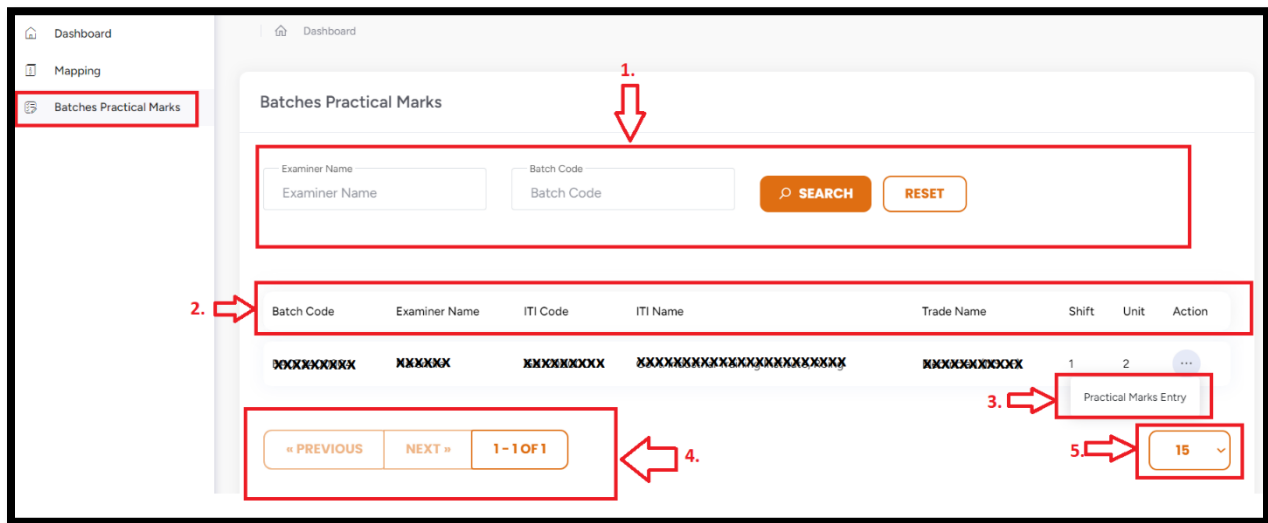

Figure 6-1

1. Two parameters **Examiner Name** and **Batch Code** are given with the
   search button and below the details based on search results will be
   displayed as a list below, and by clicking on reset button the input
   parameters will reset itself.
2. It is a list of batches which are mapped with the respective ITI Examiner and
   displays Batch Code, Examiner Name, ITI Code, ITI Name, Trade Name, Shift,
   Unit and Action.
3. **Practical Marks Entry** is an option in the action through which user gets
   redirected to next page comprising trainee details of that selected batch.
4. This shows the range of the number of trainees shown at an instant.
5. This depicts total number of trainees selected in the list, which can be
   changed through this selection.

6.2 Batch Practical Marks submission:

Figure 6-2

1. This is the list of Trainees along with the Roll No, Trade, Shift, Unit, Remarks, Attendance, Marks and Status to show the marks are approved by Nodal ITI that are submitted by ITI examiner or not.
2. Save button is to save the marks prior to submission for approval.
3. Upload button is to submit the document image of the Practical Marks
4. Submit for approval button is given to forward the approval request to Nodal ITI.

7 Logout

The ITI Examiner user will be able to Logout through the platform by clicking on the profile name (ITI Name) at top right corner of the screen and then clicking on the logout button as shown in the image below:

Figure 7-1