

No. 18024/1/2012-TTC( Misc).  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment and Training

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Shram Shakti Bhawan, New Delhi  
Dated the 12<sup>th</sup> July, 2012

To ✓

The State Director,  
Directorate of Industrial Training,  
Thycaud,  
Thiruvananthapuram-695 014.  
Kerala.

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**Subject: Provision of scribe to Physically Handicapped/ Mentally challenged candidates appearing in All India Trade Test (AITT) under Craftsmen Training Scheme (CTS)**

Sir/Madam,

This is in reference to your letter no.G1/8749/11(1) dated 02.06.2012 in respect of above mentioned subject. It has been decided as a special case to provide scribe to Physically Handicapped/ mentally challenged candidate in your state. The following guidelines are to be followed:

1. Scribe will be allowed for writing the theory papers only in the All India Trade Test (AITT) under Craftsmen Training Scheme.
2. The candidate and the scribe will approach the State Director dealing with Craftsmen Training Scheme (CTS) for obtaining permission order for identification, verification of Certificates of the Scribe.
3. Thereafter, the candidate and the scribe will report in person one day before the commencement of the exams, to the Principal of the examination center along with the permission order obtained from the concerned State Director dealing with Craftsmen Training Scheme (CTS) for identification, verification of Certificates of the Scribe. The Scribe will also furnish a declaration with regard to his qualification, willingness and eligibility along with all his original certificates.
4. The academic qualification of scribe should not be equal to or more than the entry qualification of the trade. The scribe should not be a technical person.
5. After identifying the Scribe and verifying qualifications and genuineness of the declaration, if eligible, the Principal will issue an Admission Ticket to the Scribe with a photo under proper attestation and seal of his office.

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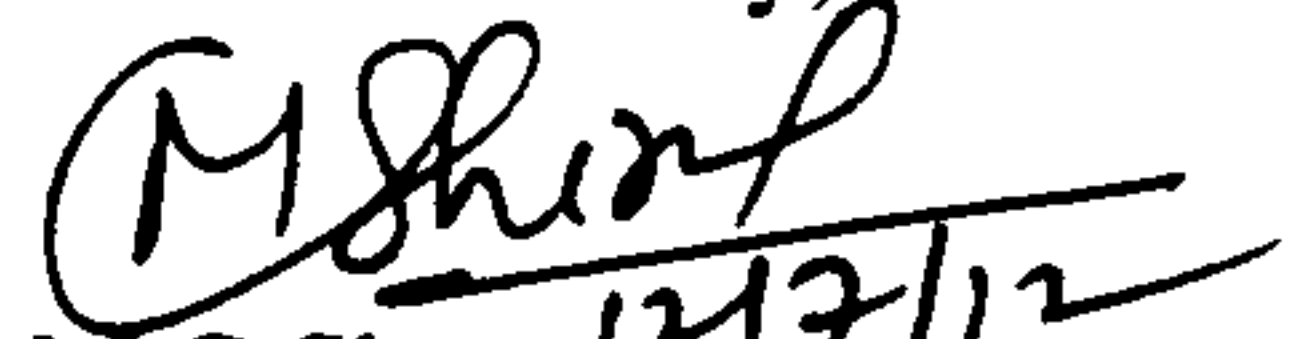
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6. The Candidate and the Scribe will produce this Admission Ticket before the Principal of the examination center concerned on the day of the exam. The Principal will allow the candidate to avail the help of the Scribe by giving necessary directions to the invigilators concerned. The student will produce his Hall Ticket before the invigilator in the Examination Hall for verification. He should not communicate with anyone other than the invigilator during the examination.
7. Service of Scribe cannot be used for Viva Voce exam and practical exam.

You are requested to consider above guidelines and provide the scribe to the candidate.

This issue is with the approval of the Secretary NCVT.

Yours faithfully,

  
( M.C.Sharma) 12/7/12

Joint Director of Training  
For Director of Training.

1. Sheela M., Sarasavilas, TRA-127, Thekkevila P.O , Kollam District- Kerala State.

( M.C.Sharma)  
Joint Director of Training  
For Director of Training.