

# വ്യാവസായിക പരിശീലന വകുപ്പ്

(കേരള സംസ്ഥാനം)

നമ്പർ: ജി1/35904/2014

തൈക്കാട്, തിരുവനന്തപുരം

തീയതി: 16/01/2015

## ചുറ്ററിയിപ്പ്

വിഷയം:- വ്യാവസായിക പരിശീലന വകുപ്പ് - അഖിലേന്ത്യാ ട്രേഡ് ടെസ്റ്റ് (സെമസ്റ്റർ) ഫെബ്രുവരി 2015 - പരീക്ഷാ നടത്തിപ്പിനെ കുറിച്ച് ഡി.ജി.ഇ.റ്റി. പുറപ്പെടുവിച്ചിട്ടുള്ള പുതിയ നിർദ്ദേശങ്ങൾ നടപ്പിലാക്കുന്നത് - സംബന്ധിച്ച്

സൂചന : 31/12/2014 തീയതിയിലെ DGET -18011/01/Sem-Jan/2015-TTC

നമ്പർ ഡി.ജി.ഇ.റ്റി. യുടെ കത്ത്

2015 ഫെബ്രുവരി മാസത്തിൽ നടത്തുന്ന അഖിലേന്ത്യാ ട്രേഡ് ടെസ്റ്റ് (സെമസ്റ്റർ) നടത്തിപ്പുമായി ബന്ധപ്പെട്ട് ഡി.ജി.ഇ.റ്റി. പുതിയ നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ചിട്ടുണ്ട്. ഇതിന്റെ പകർപ്പ് ഇതിനോടൊപ്പം ഉള്ളടക്കം ചെയ്തിട്ടുണ്ട്. ടി മാർഗ്ഗ നിർദ്ദേശങ്ങൾ നടപ്പിലാക്കുന്നതിന് ബന്ധപ്പെട്ട ഇൻസ്പെക്ടർ ഓഫ് ട്രെയിനിംഗുമാർ, നോഡൽ ഐ.ടി.ഐ. പ്രിൻസിപ്പാൾമാർ താഴെ പറയുന്ന നടപടി ക്രമങ്ങൾ അടിയന്തിരമായി നിർവഹിക്കേണ്ടതാണ്.

1. ടി മാർഗ്ഗ നിർദ്ദേശത്തിൽ ട്രെയിനികളുമായി ബന്ധപ്പെട്ട വിഷയങ്ങൾ അടിയന്തിരമായി ട്രെയിനികളുടെ അസംബ്ലി വിളിച്ച് ചേർത്ത് അവതരിപ്പിക്കേണ്ടതാണ്.
2. ട്രെയിനിയുമായി ബന്ധപ്പെട്ട വിഷയങ്ങൾ ക്രോഡീകരിച്ച് നോട്ടീസ് ബോർഡിൽ പതിപ്പിക്കേണ്ടതാണ്.
3. പരീക്ഷാ നടത്തിപ്പുമായി ബന്ധപ്പെട്ട് സ്റ്റാഫ് അംഗങ്ങൾ നിർവഹിക്കേണ്ട മാർഗ്ഗ നിർദ്ദേശങ്ങൾ ചർച്ച ചെയ്യുന്നതിന് അടിയന്തിരമായി സ്റ്റാഫ് മീറ്റിംഗ് വിളിച്ച് ചേർത്ത് ചർച്ച ചെയ്യേണ്ടതും ടി ചർച്ച സംബന്ധിച്ച മിനിട്ട്സ് സ്റ്റാഫ് കമ്മിറ്റിയുടെ മിനിട്ട്സ് ബുക്കിൽ രേഖപ്പെടുത്തേണ്ടതുമാണ്. ടി മീറ്റിംഗുകളിൽ ബന്ധപ്പെട്ട ഇൻസ്പെക്ടർ ഓഫ് ട്രെയിനിംഗുമാർ നിർബന്ധമായും പങ്കെടുക്കേണ്ടതാണ്.
4. ടി മാർഗ്ഗ നിർദ്ദേശങ്ങൾ ചർച്ചചെയ്യുന്നതിന് ബന്ധപ്പെട്ട നോഡൽ ഐ.ടി.ഐ. പ്രിൻസിപ്പാൾമാർ അടിയന്തിരമായി അവരുടെ അധീനതയിൽ വരുന്ന

സ്വകാര്യ/എസ്.സി.ഡി.ഡി./എസ്.റ്റി.ഡി.ഡി. ഐ.ടി.ഐ. പ്രിൻസിപ്പാൾമാരുടെ മീറ്റിംഗ് വിളിച്ച് ചേർത്ത് ചർച്ചചെയ്യേണ്ടതും ചർച്ചയുടെ വിവരങ്ങൾ മിനിട്ട്സ് ആയി രേഖപ്പെടുത്തി സൂക്ഷിക്കേണ്ടതുമാണ്. ടി മീറ്റിംഗിൽ നിർബന്ധമായും ബന്ധപ്പെട്ട ഇൻസ്പെക്ടർ ഓഫ് ട്രെയിനിംഗുമാർ പങ്കെടുക്കേണ്ടതുമാണ്.

മുകളിൽ സൂചിപ്പിച്ചിട്ടുള്ള നടപടി ക്രമങ്ങൾ നടപ്പിലാക്കുന്നതിൽ വീഴ്ച വരുത്തരുതെന്ന് കർശന നിർദ്ദേശം നൽകുന്നു.

  
ട്രെയിനിംഗ് ഡയറക്ടർക്ക് വേണ്ടി

ഉള്ളടക്കം

പുതിയ നിർദ്ദേശത്തിന്റെ പകർപ്പ്

എല്ലാ ഇൻസ്പെക്ടർ ഓഫ് ട്രെയിനിംഗുമാർക്കും

എല്ലാ സർക്കാർ/സ്വകാര്യ/എസ്.സി.ഡി.ഡി./എസ്.റ്റി.ഡി.ഡി. ഐ.ടി.ഐ. പ്രിൻസിപ്പാൾമാർക്കും

ബി.റ്റി.സി./എ.വി.റ്റി.എസ്. പ്രിൻസിപ്പാൾമാർക്കും

എല്ലാ ആർ.ഐ.സെന്റർ ട്രെയിനിംഗ് ഓഫീസർമാർക്കും

132

DGE&T-18011/01/Sem-Jan/2015-TTC  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 31<sup>st</sup> December, 2014

To

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NVTI-Noida and RVTIs-Mumbai, Bengaluru, Thiruvananthapuram, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara.

**Subject: Guidelines for OMR based All India Trade Test (Semester System) under Craftsmen Training Scheme (CTS)- for State Directors, Trade Testing Centres and Trainees for I/II/III Semester to commence in February, 2015.**

Sir,

The All India Trade Test for the I/II/III Semester under CTS is going to be conducted in the month of February, 2015. Trade Testing Cell (TTC) has worked out various modalities for smooth conduct of examination.

As you are aware that, all the theory subject papers for all the Semester are objective type except Engineering Drawing Paper which is subjective type 2<sup>nd</sup> Semester onwards. The objective type question papers are to be answered on OMR sheet supplied by NIELIT as per indent received from State Directors. The packets of OMR sheet will be sent to the respective State Directors who will further distribute these packets containing OMR Sheets to the trade testing centres under their control. Negative marking has been introduced in the OMR based objective paper. The Broad Guidelines are given below:-

**1. Question Papers for Engineering and Non-Engineering trades under semester system:-**

**FOR ENGINEERING TRADES**

**I Semester**

- **Paper-I** Maximum Marks **200**; Time **3 Hrs**, carries negative marking. **25% marks** will be deducted for each wrong answer:-  
**Part-A-Trade Theory (150 Marks)** 50 Multiple Choice Questions (MCQ) of **3 Marks each** and **Part-B Employability Skills (50 Marks)** 25(MCQ) of **2 marks each**.
- **Paper-II:** Maximum Marks **150**; Time-**3 Hrs** carries negative marking. **25% marks** will be deducted for each wrong answer :-  
**Part-A Workshop Calculation & Science (75 Marks)** & **Part-B Engineering Drawing (75 Marks)** (MCQ) of **3 Marks each**.
- **Practical:** Maximum Marks **270**, timing 7-8 Hours, conventional pattern.

**NOTE for semester system (Menter Council) :-**

There is a common theory paper for the trades given below in the first semester-

- a) Mechanic Diesel Engine, Mechanic Tractor, Mechanic Auto Electrician and Electronics, Mechanic Motor Cycle, Pump Operator cum Mechanic, Mechanic Motor Vehicle and Mechanic Agricultural Machinery (7 Trades)

- b) Electrician, Wireman, Electroplater and Lift & Escalator Mechanic (4 Trades)
- c) Tool & Die Maker (Dies & Moulds) and Tool & Die Maker (Press Tools, Jigs & Fixtures) (2 Trades)
- d) There is a common paper of Workshop Calculation & Science and Engineering Drawing for all Engg. Trades.

## II Semester

- **Paper-I Trade Theory**, Maximum Marks **150**; **50 (MCQ)** of **3 Marks** each, Time **3 Hrs.** **25% marks** will be deducted for each wrong answer.
- **Paper-II: Maximum Marks: 125; Time-3 Hrs**, carries negative marking. **25% marks** will be deducted for each wrong answer.  
**Part-A Workshop Calculation & Science (75 Marks) (MCQ)** of **2 or 3 Marks** each & **Part-B Employability Skills (50Marks) (MCQ)** of **2 marks** each, carries negative marking. **25% marks** will be deducted for each wrong answer.
- **Paper-III: Engineering Drawing Max. Marks 75; 4 Hrs duration, Conventional pattern** i.e- subjective type (to be attempted at drawing sheet) Reference Sample Paper given at the end of page).
- **Practical: Maximum Marks 270, timing 7-8 Hours** conventional Pattern.

## III Semester:-

- **Paper-I Trade Theory**, Maximum Marks **150**; **50 (MCQ)** of **3 Marks** each, Time **3 Hrs.** **25% marks** will be deducted for each wrong answer.
- **Paper-II: Workshop Calculation & Science ; Maximum Marks: 75 (MCQ)** of **2 or 3 Marks** each; Time-**3 Hrs**, carries negative marking. **25% marks** will be deducted for each wrong answer.
- **Paper-III: Engineering Drawing Max. Marks 75; 4 Hrs duration, Conventional pattern** i.e- subjective type (to be attempted at drawing sheet) Reference Sample Paper given at the end of page).
- **Practical: Maximum Marks 270, timing 7-8 Hours** conventional Pattern.

### FOR NON-ENGINEERING TRADES

## I Semester

- **Paper-I Maximum Marks 80, Part A-Trade Theory 30 Marks, MCQs of 1 Mark** each, **Part-B Employability Skills 25 (MCQ)** of **2 marks** each. **25% marks** will be deducted for each wrong answer.
- **Practical: Maximum Marks 100, timing 7-8 Hours** conventional pattern.

## for semester system (Menter Council) :-

- a) There is a common theory paper for the trades Secretarial Practice and Stenography & Secretarial Assistant (English) (2 Trades) in the first semester.

## II Semester

- **Paper-I Maximum Marks 30 Trade Theory (30 Marks), 30 MCQs of 1 Mark** each. **25% marks** will be deducted for each wrong answer.
- **Paper II- B Employability Skills (Part B only), Maximum Marks 50, 25 (MCQ)** of **2**

- marks each. **25% marks** will be deducted for each wrong answer.
- **Practical: Maximum Marks 100, timing 7-8 Hours** conventional pattern.

### III Semester

- **Paper-I Maximum Marks 30 Trade Theory (30 Marks), 30 MCQs of 1 Mark each.** **25% marks** will be deducted for each wrong answer.
- **Practical: Maximum Marks 100, timing 7-8 Hours** conventional pattern.
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### OTHER GUIDELINES

- All the **objective type** papers are to be answered on given OMR Sheet. Sample OMR Sheet is enclosed.
- The **OMR sheets** will be sent directly to the **State Directorate at least 15 days before** the commencement of OMR based Examination and not alongwith the question papers.
- The subject **Employability Skills** will be covered as per DGET letter no. DGET-19/17/2010-CD-Pt. dt. 28<sup>th</sup> Nov. 2013 (copy enclosed) for the I/II Semester. **There will be no paper for Employability Skills for III & IV Semester.**
- The trades of **Four Semester duration** shall be commencing in **Forenoon session** i.e. 10:30 am to 1:30 pm and trades of **one and two semester duration** shall be commencing in the **afternoon session** i.e. 2:30 pm to 5:30 pm.
- **Second semester** onwards the exam in the **subject Engineering Drawing** for all the Engineering trades shall be of conventional type with **four hour duration** and maximum marks 75 (to be attempted on Drawing Sheet).
- Trade Name, Trade Subject, Paper-I/II/III, Part-A/B, Semester-I/II/III, the maximum marks and exam duration shall be mentioned on the top of question paper.
- Evaluation of OMR based papers shall be carried out by NIELIT on behalf of DGET.
- For marking scheme refer letter no. DGET-19/4/2011-CD-Pt. dated 18<sup>th</sup> Nov., 2013.
- Some State Directorates/UTs and Federation of All India Private ITIs represented regarding difficulties faced in implementing semester system AITT, accordingly Modified Semester system All India Trade Test(AITT) has been intimated vide letter No. DGET-18011/05/Sem-Misc/2014-TTC dated 19<sup>th</sup> December, 2014 (copy enclosed).

### 2. Instructions to State Directors:-

1. For the trades Steno (English), Steno(Hindi) and Secretarial Practice etc. and such other similar trades; **There will be only two papers (i.) Trade Theory + Employability Skills and (ii) Trade Practical as given in the syllabus. No separate question papers in the subject "Cognate" will be there.**
2. For the **Non-Engineering trade(s) Cane Willow and Bamboo Worker/ Weaving of Woolen Fabrics** there will be **two papers** in Trade Theory + Employability Skill and Trade Practical only. No paper shall be held in Workshop calculation & science and Engineering Drawing, hence forth in these non- engineering trades.
3. **State codes are unique & same** as in August, 2014 examination.
4. **Trades codes** are unique for each trade and are same as in August, 2014 examination. **However, the trade syllabi revised by Mentor councils w.e.f August 2014 and their codes are starting from 201 to 263 (list enclosed) for the students who admitted in August 2014.**

5. Sealed Question papers packets shall be sent to **authorize Banks/ Police station/ Treasury** at the addresses provided by the State Directorates, one week before the date of exam.
6. One set of trade practical question paper alongwith Bill of Material would be sent by password protected E-mail to State Directorates as already intimated vide letter no. DGET-18012/02/Sem./2014-TTC dated 5<sup>th</sup> December, 2014 (copy enclosed).
7. Bank Guidelines and OMR sheets shall be sent to State Directorates.
8. In the first semester exam, NIELIT & DGET had faced lot of problems in identifying the correct OMR Sheet for concerned trainee. There was incorrect filling of State Code, Trade Code, Duration of trade, Paper, Session etc. by the trainees which resulted in considerable delay in evaluating the OMR sheets correctly. To minimize such errors ; it was decided in previous exam (August, 2014) that the roll nos. to be given by State Directorate should include state Code, Trade Code, Engineering and Non-Engineering Trade & Duration of that Trade. The same pattern is to be followed:

### ISSUE ROLL NO. ACCORDING TO REQUIREMENT OF OMR SHEET

- Roll no. shall be covering maximum 14 digits as per the 14 columns provided in the OMR Sheets.

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- Starting from left first two columns shall be for State Code. For e.g. Rajasthan (**29**), Andhra Pradesh (**02**) and Uttar Pradesh (**34**) shall begin as:-

2	9													
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Rajasthan

0	2													
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Andhra Pradesh

3	4													
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Uttar Pradesh

- For each trade a three digit unique code has been assigned (enclosed below). The next three boxes shall be filled with unique trade code. For e.g. Rajasthan-Fitter Trade , Andhra Pradesh-Welder Trade and Uttar Pradesh-COPA shall be:-

2	9	0	3	6										
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Rajasthan- Fitter Trade

0	2	0	2	9										
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Andhra Pradesh- Welder Trade

3	4	0	9	6										
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Uttar Pradesh- COPA Trade

- For each revised trade by Mentor Councils, a three digit code has been assigned (copy enclosed). The next three boxes shall be filled with unique trade code. For e.g. Rajasthan-Fitter Trade , Andhra Pradesh-Welder Trade and Uttar Pradesh-COPA shall be:-

2	9	2	2	7										
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Rajasthan- Fitter Trade

0	2	2	1	2										
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Andhra Pradesh- Welder Trade

3	4	2	4	2										
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Uttar Pradesh- COPA Trade

- Next box shall be filled from digit one to six according to engineering and non engineering trade and duration of one semester, two semester and four semester.

One semester Engineering Trades	1
Two semester Engineering Trades	2
Four semester Engineering Trades	3
One semester Non Engineering Trades	4
Two semester Non Engineering Trades	5
Four semester Non Engineering Trades	6

2	9	0	3	6	3														
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Rajasthan-Fitter- 4 Sem. Engg. Trade

0	2	0	2	9	2														
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Andhra Pradesh-Welder-2 Sem. Engg. Trade

3	4	2	4	2	5														
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U.P.-COPA-2 Sem. Non Engg. Trade (mentor council)

- After these fields assigned to the details mentioned above, the roll nos. starting from one shall be allotted from extreme right of the boxes and can go upto maximum eight boxes. For e.g. roll no. 50394 in respect of welder trade in Andhra Pradesh shall be written as:

Andhra Pradesh- Welder- Two Semester Engineering Trade- Roll No.

0	2	0	2	9	2	0	0	0	5	0	3	9	4
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- Since all the six fields given above are fixed for a trainee, these six boxes shall remain fixed for a trainee of a State, a Trade and with fixed duration. This will help in elimination of any error due to wrong filling of trade, State Code and Duration of Trade etc. by the trainees and will save the time in evaluating OMR.

### 3. INSTRUCTIONS TO TRADE TESTING CENTRES:-

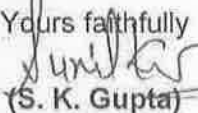
- The **OMR Sheets shall be distributed half an hour before** the examination time so that trainees can fill all the details correctly in the given time.
- There is a separate colour of OMR for **first Semester (Mentor Council) exam i.e. Orange OMR Sheets.**
- There will be no answer sheet supplied by DGET for theory paper, not even for the NIMI pattern papers.
- Two plain sheets would be provided with the question paper for rough work etc.
- The Question Papers will be **bilingual i.e. Hindi and English.** However, only question papers of 16 trades would be supplied in regional language.
- The **general instructions** in OMR sheet are **bilingual.**
- In the event of non-receipt of regional language paper, invigilator would follow the direction(s) issued vide *DGET-19/01/2014-CD (Part-II) dated 20.02.2014* for trainees to understand in vernacular language.
- Please adhere to the packing of OMR Sheets after commencement of exam as per instructions contained in 'Packing of used OMR Sheets' vide DGET letter no. *18011/02/2014-TTC (Pt.-I) dated 4<sup>th</sup> June, 2014.* The **Content Detail format** (Copy attached). OMR sheets not packed as per instruction contained in this letter, shall not be accepted.

9. *The design of finalized OMR sheet sample is attached.*
10. The Chairman of Trade Testing Centres or the Principals of ITI must sensitize the bank(s) regarding exam, its schedule, Bank guidelines and the collection schedule of packets and also **in touch with the authorized bank from time to time.**
11. The Chairman of Trade Testing Centres or the Principals of ITI must sensitize the candidates about Objective paper carries **negative marking before the start of exam.**

#### **4. INSTRUCTIONS TO TRAINEES:**

1. Go through the instructions contained in the above guidelines and keep visiting the website (dget.gov.in) for any information.
2. The OMR based paper must be attempted 100%. The OMR based Objective paper carries **negative marking.**
3. Use half an hour extra time given before the exam to go through the OMR Sheet contents. Fill it correctly.
4. *The Trainees of **first semester (Mentor Council)** will use **orange OMR sheet** who **admitted in August 2014.***
5. You must correctly fill your 14 digits roll no. in OMR Sheet assigned by State Director.
6. Second Semester onwards Engineering Drawing paper will be of 75 Marks and 4 hours duration. This paper in conventional pattern is to be attempted on drawing sheet (**NOT NIMI PATTERN**, sample paper attached).
7. All the Trainees of Non- Engineering trades in second semester will write only **Part B- Employability Skills**. They will **not fill** Part A- Workshop Calculation & Science.
8. Use **Black Ball Point pen** only for filling OMR Sheet.
9. The booklet series to be mentioned is "A".
10. The Trainees are allowed to use calculator.
11. *For any other clarification the trainees may check from concerned ITI or the State Directorate office from time to time. **They may also check DGET website (dget.nic.in) from time to time for any addition and alteration in above information.***

In view of above you are requested to take necessary action on the point mentioned above for smooth conduct of OMR based AITT under Semester System. You are also requested to circulate the above guidelines to all the trade testing centres and trainees for making them aware about semester system OMR examination.

Yours faithfully  
  
(S. K. Gupta)

**Director of Training (TTC)**



# ALL INDIA TRADE TEST

Under Semester System of Craftsmen Training Scheme

Answer Sheet No.

NAME OF TRAINEE (IN BLOCK LETTERS ONLY)

EXAMINATION CENTRE NAME (IN BLOCK LETTERS ONLY)

TRADE NAME (IN BLOCK LETTERS ONLY)

DISTRICT NAME (IN BLOCK LETTERS ONLY)

<b>Roll Number</b>	<b>Semester</b>	<b>Booklet Series</b>	<b>Date</b>																																																																												
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<b>INSTRUCTIONS</b> <u>Use Black Ball Point Pen Only.</u> • There is one correct answer for each question. • Marks should be dark and completely fill the circle. • Rough work must not be done on the answer sheet. • Make the marks only in the circle space provided. • Please do not make any stray marks on the answer sheet.	<b>गिरीस</b> केवल काले बॉल प्वाइंट पेन का ही प्रयोग करें। • प्रत्येक प्रश्न के लिए एक सही उत्तर है। • पूरा पूरा चिह्न से जवाब देना होता है। • कोई भी रफ़ काम उत्तर पत्र पर न करें। • धीरे धीरे चिह्न भरें। केवल चिह्न भरें। • उत्तर पत्र पर कोई भी निशानी न बनायें। गलत तरीके <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> सही तरीका <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>Centre Seal</b> <div style="background-color: #cccccc; width: 100%; height: 40px;"></div>
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No. DGET-19/17/2010-CD-PI  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training

Shram Shakti Bhavan, New Delhi  
Dated: 28<sup>th</sup> November, 2013

To

1. Secretaries/Principal Secretaries of all the State Governments / UT Administrations dealing with Vocational Training.
2. Directors dealing with Vocational Training of all the State Governments / UT Administrations.
3. Directors, ATI: Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATIEPI: Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NMI Chennai; and
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

**Subject:** Revision of syllabus for the subject "Employability Skills" under Craftsmen Training Scheme (CTS)

Sir/ Madam,

Your kind attention is invited to this office letter no. DGET- 19/17/2010-CD dated 12<sup>th</sup> April 2012 vide which the subject "Employability Skills" was introduced under Craftsmen Training Scheme (CTS). In this context, it is informed that the syllabus of the subject "Employability Skills" has been further revised and the topics covered have been reorganized as under.

A. The syllabus for the trades of six months (One semester) shall be of 50 hours duration having the following topics:

- i. I.T. Literacy
- ii. English Literacy
- iii. Communication skills

B. The syllabus for the subject "Employability Skills" for the trades of duration more than one semester shall be of 100 hours duration having the following topics:

- i. I.T. Literacy
- ii. English Literacy
- iii. Communication skills
- iv. Entrepreneurship skills
- v. Environment Education
- vi. Occupational Safety and health
- vii. Labour Welfare Legislation
- viii. Quality Tools

Contd. 2/-

2. The semester-wise distribution of topics for Trades of duration more than one semester is (duration for the subject is 100 hours) as per table given below:

Course Duration	Semester 1	Semester 2	Semester 3	Semester 4
	Topics	Topics	Topics	Topics
01 Year (Two Semesters)	1. I.T. Literacy 2. English Literacy 3. Communication Skills	4. Entrepreneurship Skills 5. Environment Education 6. Occupational Safety and Health 7. Labour Welfare legislation 8. Quality tools		
02 Years (Four Semesters)	1. I.T. Literacy 2. English Literacy 3. Communication Skills	4. Entrepreneurship Skills 5. Environment Education 6. Occupational Safety and Health 7. Labour Welfare legislation 8. Quality tools		

In third and fourth semester for the trades of duration two years, no topics of the subject will be taught.

3. The revised syllabi shall be available on the website [www.dgdt.nic.in](http://www.dgdt.nic.in)

This shall be applicable with immediate effect.

Yours faithfully



(R.L. Singh)  
Dy. Director General (Training)/  
Member Secretary, NCVT

Copy to:

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
2. All officers of level JDT and above at DGEAT (HQ)
3. P.R.O. Ministry of Labour & Employment, Government of India for wide publicity.



(Amrit Pal Singh)  
Dy. Director of Training

**DGE&T-19(4)/2011-CD-Pt**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment and Training**  
\*\*\*\*\*

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 18<sup>th</sup> November, 2013

To

1. Secretaries/ Principal Secretaries of all the State Governments / UT Administrations dealing with Vocational Training;
2. Directors dealing with Vocational Training of all States/ UT Administrations;
3. Directors, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai; and
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad.

**Subject: Modified All India Trade Test (AITT) Procedure and marking scheme for all trades of Craftsmen Training Scheme (CTS) under semester pattern**

Sir/ Madam,

Your kind attention is invited to this office's letter of even number, vide which it was informed that the semester system has been implemented with effect from August, 2013 for all trades under Craftsmen Training Scheme (CTS).

2. The examination procedure has been modified and detailed instructions regarding All India Trade Test (AITT) procedure under CTS are as under:

**A. For Engineering trades:**

- a) There will be a single objective type Examination paper for the subjects Engineering drawing and Workshop Calculation & Science.
- b) There will be a single objective type Examination paper for the subjects Trade Theory and Employability Skills.
- c) The two objective type Examination papers as mentioned above will be conducted by National Council for Vocational Training (NCVT), whereas examination for the subject Trade Practical will be conducted by the State Government. NCVT shall supply the Question Paper for the subject Trade Practical.

Cont.. 2/-

**B. For Non-engineering trades:**

- a) There will be a single objective type examination paper for the subjects Trade Theory and Employability Skills to be conducted by NCVT.
- b) The examination for the Trade Practical will be conducted by State Government but NCVT shall supply the Question Paper.

3. The marking pattern has also been modified and the distribution of marks for engineering and non-engineering trades under CTS as per semester system will be as under:

**For Engineering Trades:**

<b>Marking Pattern for Engineering Trades under CTS</b>		
<b>S.no</b>	<b>Subject for the trade test</b>	<b>Maximum marks for Each Subject</b>
a.	Practical	300 (Practical test 270 marks. Sessional Work 30 marks.)
b.	Trade Theory	220 Objective Type Written test of 200 marks
c.	Employability Skills	(Trade Theory 150 marks & Employability Skills 50 marks)  (Sessional work for Trade Theory 20 marks.)
d.	Work shop Calculation and Science.	180 Objective Type Written test of 150 marks (Engineering Drawing 75 marks & Work shop Calculation and Science 75 marks)
e.	Engineering Drawing	(Sessional work for Engineering Drawing 20 marks Sessional work for Workshop Calculation 10 marks.)
<b>TOTAL:</b>		<b>700</b>

**Non- Engineering Trades:**

<b>Marking Pattern for Non- Engineering Trades under CTS</b>		
<b>S.no</b>	<b>Subject for the trade test</b>	<b>Maximum marks for Each Subject</b>
a.	Trade Practical	120 (Practical test 100 marks Sessional Work 20 marks)
b.	Trade Theory	80 Objective Type Written test of 80 marks
c.	Employability Skills	(Trade Theory 30 marks & Employability Skills 50 marks)
<b>TOTAL:</b>		<b>200</b>

4. In the case of private candidates, there being no sessional work, the total marks for different subjects will be as following:

**Engineering Trades:**

<b>Marking Pattern for Engineering Trades under CTS</b>		
<b>S.no</b>	<b>Subject for the trade test</b>	<b>Maximum marks for Each Subject</b>
a.	Practical	270 (Practical test 270 marks)
b.	Trade Theory	200 Objective Type Written test of 200 marks
c.	Employability Skills	(Trade Theory 150 marks & Employability Skills 50 marks)
d.	Work shop Calculation and Science.	150 Objective Type Written test of 150 marks
e.	Engineering Drawing	(Engineering Drawing 75 marks & Work shop Calculation and Science 75 marks)
<b>TOTAL:</b>		<b>620</b>

Cont.. 4/-

## Non- Engineering Trades:

Marking Pattern for Non - Engineering Trades under CTS		
S.no	Subject for the trade test	Maximum marks for Each Subject
a.	Trade Practical	100 (Practical test 100 marks)
b.	Trade Theory	80 Objective Type Written test of 80 marks
c.	Employability Skills	(Trade Theory 30 marks & Employability Skills 50 marks)
TOTAL:		180

5. The following examination guidelines will be applicable to both Engineering as well as Non-Engineering Trades under CTS:


- a) It will be necessary for the candidates to secure a minimum of 40% Marks in each of these objective papers and minimum 25% marks in each part/ section of the objective type examination paper separately. In case, he/ she fails to do so, the trainee will move to next semester. One more attempt would be allowed to him/ her to clear the paper. In case the candidate fails to clear such a paper in next attempt also, such a candidate will not be allowed to study in the remaining semester(s).
- b) The minimum percentage required for passing Trade Practical shall be 60%. In case of failure, same procedure as in 'para a)' above will be followed.
- c) If a candidate who has failed to clear a particular examination paper despite two attempts shall be treated as Ex-trainee. If a candidate clears the objective papers as an Ex-trainee, he/she may take admission in next semester. The Ex-trainee may take admission in next semester in same or the other ITI depending on the availability of seats. A maximum number of four additional seats over and above the seats in each trade (including supernumeraries) may be filled by admitting the ex-trainees of the same ITI who have cleared the objective type examination papers.
- d) The question papers for Trade Practical shall be supplied by NCVT as per the existing procedure.
- e) A maximum number of two attempts will be given to clear the subject Trade Practical.

Cont. 5/-

- f) The course content (of allotted hours as 100 hours) for the subject "Employability Skills" will be divided semester-wise for the trade of duration one year (Two Semesters) and two years (Four Semesters). The allotted duration for the subject "Employability Skills" shall be 50 hours for the trades of duration 6 months (one semester). The details regarding this will be notified separately and incorporated in the syllabus of the subject "Employability Skills".

6. The modified examination procedure of AITT for all trades under Craftsmen Training Scheme (CTS) as above will be applicable with immediate effect. Accordingly, Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs of their respective State/UTs for smooth conduct of examination as per revised norms.

Yours faithfully,



(R.L. Singh)

Dy. Director General (Training) /  
Member - Secretary, NCVT

**Copy to:-**

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
2. All Officers of level JDT and above at DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.



(Deepankar Mallick)  
Director of Training

**Copy for information:**

1. PS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/JS



No. DGET: DGET18011/05/Sem-Misc/2014-TTC  
Government of India  
Ministry of Labour and Employment  
Directorate General of Employment & Training

S.S. Bhawan, Rafi Marg, N.D.  
dt. 19<sup>th</sup> December, 2014

To,

1. The Directors dealing with Vocational Training of all States/UT Administrators;
2. The Principal, NVTI-Noida and RVTIs-Mumbai, Bangalore, Trivandrum, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara

Subject:- Modified Semester system All India Trade Test(AITT) under CTS based on feedback and issues raised by State Directorates and Federation of All India Private ITIs –regarding.

Sir,

This Directorate has received representations from State Directorate/UTs and Federation of All India Private ITIs regarding difficulties faced in implementing semester system AITT under CTS, The various issues raised in the representation have been considered and the following decisions have been taken :-

**1. Grace Marks in Semester System:-**

It was existing for conventional system of AITT under CTS. The 5 Grace Marks in totality were given for engineering Trade and 2 Grace Marks for non-engineering trade (except Practical examination). Marks can be given in totality and individually in Trade theory subjects. The grace marks was dropped in semester system AITT examination held in August, 2014.

Keeping in view the parity with the conventional system and to normalise proportionately with the conventional system the 7 Grace marks for engineering trades and 2 grace marks for Non engineering trades in totality or Individually (except Practical exams) is introduced for theory papers. However, the negative marking will still continue.

**2. Examination Centers :-**

**(a) Theory Exams :-**

As per minutes of 41<sup>st</sup> meeting of NCVT and vide letter No. DGE&T-19/03/2014-CD dated 15.05.2014 to all state directorate, it was informed that all theory papers exams will be conducted in Government/Government aided Institutions. The examination center allotted should be within 25 km of the ITI where the trainee is undergoing training and with a maximum cap of 500 candidates per examination center. To observe this distance limit, relaxation for holding examination in other examination center would be given by DGE&T on recommendations of the State Directors. Also in every examination room, at least one invigilator must be from Government Institute/ Polytechnic/ college.

However, due to increased no's of Private ITI's it is becoming difficult to conduct the Theory exams in Government ITIs/ Government aided Institution; Schools, because of limited infrastructural facilities and thus causing the increased no of examination days. In order to resolve the issue while deciding the examination center the State Directorate will first exhaust the possibilities of making the

6. Candidate who have sufficient attendance but did not appear for the examination and goes to the second semester:-

As per DGE&T order No. DGE&T-19/12/2014-CD dt. 9.7.2014 the candidates can appear only in 1<sup>st</sup> semester examination and he can not appear in 2<sup>nd</sup> Semester examination even if he has completed 2<sup>nd</sup> semester successfully. In such cases, you may allow the student to appear for both the semester exams, if hall hall ticket was issued to him, but the student could not appear due to some unavoidable circumstances.

7. Candidate who have In-sufficient attendance and hence not permitted to appear for exam:-

In such cases, the candidate will undergo training with next batch and then appear for exam. He/she will be admitted first against supernumeraries seats while taking admissions in ITIs as intimated vide letter No. DGET-19/13/2014-CD dated 11th December 2014.

8. Regarding candidates left in between training and approached ITI to continue training:-

Such candidates will be admitted at the beginning of that concerned semester and he/she will be admitted first against supernumeraries seats while taking admissions in ITIs as intimated vide letter No. DGET-19/13/2014-CD dated 11th December 2014.

These guide lines are in addition to the previous letter No. DGE&T -19/12/2014-CD dated 27<sup>th</sup> May, 2014 for semester system All India Trade Test under CTS. You are requested to follow the above guide lines for smooth implementation of AITT under CTS for Semester System and issue instruction to all concerned.

Yours Faithfully

  
(D. Mallick)

Deputy Director General(T)

By Speed Post

No. DGET-18011/2/2014(Semester System) – TTC  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training

Shram Shakti Bhawan, Rafi Marg  
New Delhi, 25 June, 2014

To

- (i) The State Director(s) - Odisha and Uttar Pradesh.
- (ii) All the State Directors.
- (iii) The Principal, NVTI-Noida and RVTIs-Mumbai, Bengaluru, Thiruvananthapuram, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara.

**Subject: Semester System Examination- Exclusion of subjects Workshop Calculation & Science & Engineering Drawing In the Non-Engineering Trades.**

Sir,

It has been decided by the competent authority that the examination for the below mentioned trades would be held in the subjects Trade Theory, Employability Skills and Trade Practical only like all other non-engineering trades w.e.f. the ensuing All India Trade Test under Semester System pattern of CTS commencing from July, 2014.

Sl. No.	Name of the Trade	Semesters
1.	Cane Willow & Bamboo Worker	2
2.	Weaving of Woolen Fabrics	2

There will be no exam now onwards in the subject(s) of workshop Calculation & Science and Engineering Drawing for the above trades.

Kindly acknowledge and inform to all concerned.

Yours faithfully,

  
**Deputy Director of Training  
For Director of Training**

- Copy to:** (i) CD Section to release modified trade syllabi of above trades and inform this section.  
(iii) The Principal, ITI Mau (U.P.)-275101 and Nehru Seba Sadan ITC, Banpur, Dist Khurda-752031.

  
**Deputy Director of Training**

STATE CODE TWO DIGITS (TO BE FILLED IN OMR SHEET) w.e.f. July, 2014

S.No.	STATE/ UNION TERRITORIES	State/UT/Institute Code
1.	Andaman and Nicobar Islands	01
2.	Andhra Pradesh (Socumandhra)	02
3.	Arunachal Pradesh	03
4.	Assam	04
5.	Bihar	05
6.	Chandigarh	06
7.	Chhattisgarh	07
8.	Dadar and Nagar Haveli	08
9.	Daman and Diu	09
10.	Delhi	10
11.	Goa	11
12.	Gujarat	12
13.	Haryana	13
14.	Himachal Pradesh	14
15.	Jammu and Kashmir	15
16.	Jharkhand	16
17.	Karnataka	17
18.	Kerala	18
19.	Lakshadweep	19
20.	Madhya Pradesh	20
21.	Maharashtra	21
22.	Manipur	22
23.	Meghalaya	23
24.	Mizoram	24
25.	Nagaland	25
26.	Orissa	26
27.	Pondicherry	27
28.	Punjab	28
29.	Rajasthan	29
30.	Sikkim	30
31.	Tamil Nadu	31
32.	Telangana	32
33.	Tripura	33
34.	Uttarakhand	34
35.	Uttar Pradesh	35
36.	West Bengal	36
37.	RVTI Allahabad	51
38.	RVTI Bangalore	52
39.	RVTI Indore	53
40.	RVTI Jaipur	54
41.	RVTI Kolkata	55
42.	RVTI Mumbai	56
43.	RVTI Panipat	57
44.	RVTI Trivandrum	58
45.	RVTI Tura	59
46.	RVTI Vadodara	60
47.	RVTI Noida	61

**MASTER TRADE CODE**  
(For filling in OMR Sheet against Trade Code)

**For Engineering Trades:-**

Sl. No.	Trade Name	Three Digit Trade Code	Remarks
<b>One Semester Trade (Engineering)</b>			
1.	Building Maintenance	001	
2.	Excavator Operator	002	
3.	Mech. Repair & Maintenance of Two Wheelers	003	
4.	Mechanic Auto Electrical and Electronics	004	
5.	Sanitary Hardware-Fitter	005	
<b>Two Semester Trade (Engineering)</b>			
1.	Architectural Assistant	006	
2.	Carpenter	007	
3.	Domestic Painter	008	
4.	Foundryman	009	
5.	Gold Smith	010	
6.	Industrial Painter	011	
7.	Interior Decoration & Designing	012	
8.	Marine Engine Fitter	013	
9.	Mason	014	
10.	Mech. Repair & Maintenance of Heavy Vehicles	015	
11.	Mech. Repair & Maintenance of Light Vehicles	016	
12.	Mechanic (Diesel)	017	
13.	Mechanic (Tractor)	018	
14.	Mechanic Communication Equipment Maintenance	019	
15.	Mechanic Lens/Prism Grinder	020	
16.	Physiotherapy Technician	021	
17.	Plastic Processing Operator	022	
18.	Plumber	023	
19.	Pump Operator-Cum-Mechanic	024	
20.	Rubber Technician	025	
21.	Sheet Metal Worker	026	
22.	Stone Mining Machine Operator	027	
23.	Stone Processing Machine Operator	028	
24.	Welder (Gas & Electric)	029	
<b>Four Semester Trade (Engineering)</b>			
1.	Attendant Operator (Chemical Plant)	030	
2.	Draughtsman (Civil)	031	
3.	Draughtsman (Mech.)	032	
4.	Electrician	033	
5.	Electronics Mechanic	034	
6.	Electroplater	035	
7.	Fitter	036	
8.	Instrument Mechanic	037	
9.	Instrument Mechanic (Chemical Plant)	038	
10.	ITESM	039	
11.	Laboratory Assistant (Chemical Plant)	040	

12.	Lift Mechanic	041
13.	Machinist	042
14.	Machinist Grinder	043
15.	Maintenance Mechanic (Chemical Plant)	044
16.	Marine Fitter	045
17.	Mechanic Mining Machinery	046
18.	Mechanic Agriculture Machinery	047
19.	Mechanic Computer Hardware	048
20.	Mechanic Consumer Electronics	049
21.	Mechanic Cum Operator Electronics Communication System	050
22.	Mechanic Industrial Electronics	051
23.	Mechanic Machine Tool Maintenance	052
24.	Mechanic Mechatronics	053
25.	Mechanic Medical Electronics	054
26.	Mechanic Motor Vehicle	055
27.	Mechanic R AC	056
28.	Mechanic Radio & T.V	057
29.	Operator Advanced Machine Tools	058
30.	Painter General	059
31.	Radiology Technician	060
32.	Spinning Technician	061
33.	Surveyor	062
34.	Textile Mechatronics	063
35.	Textile Wet Processing Technician	064
36.	Tool & Die Maker (Dies & Moulds)	065
37.	Tool & Die Maker (Press Tools, Jigs & Fixtures)	066
38.	Turner	067
39.	Vessel Navigator	068
40.	Weaving Technician	069
41.	Wireman	070
Total		

**MASTER TRADE CODE**  
(For filling in OMR Sheet against Trade Code)

**For Non-Engineering Trades:-**

Sl. No.	Trade Name	Three Digit Trade Code	Remarks
<b>One Semester Trade (Non-Engineering)</b>			
1.	Cabin/Room Attendant	071	
2.	Computer Aided Embroidery & Needle Work	072	
3.	Corporate House Keeping	073	
4.	Counselling Skills	074	
5.	Creche Management	075	
6.	Driver Cum Mechanic	076	
7.	Data Entry Operator	077	
8.	Domestic House Keeping	078	
9.	Event Management Assistant	079	
10.	Firemen	080	
11.	Front office Assistant	081	
12.	Hospital Waste Management	082	
13.	Institution House Keeping	083	
14.	Insurance Agent	084	
15.	Library & Information Science	085	
16.	Medical Transcription	086	
17.	Network Technician	087	
18.	Old Age Care	088	
19.	Para Legal Assistant/ Munshi	089	
20.	Preparatory School Management	090	
21.	Spa Therapy	091	
22.	Tourist Guide	092	
<b>Two Semester Trade (Non-Engineering)</b>			
1.	Baker & Confectioner	093	
2.	Cane Willow and Bamboo Worker	094	
3.	Catering & Hospitality Assistant	095	
4.	Computer Operator and Programming Assistant	096	
5.	Craftsman Food Production (General)	097	
6.	Craftsman Food Production (Vegetarian)	098	
7.	Cutting & Sewing	099	
8.	Dairying	100	
9.	Desk Top Publishing Operator	101	
10.	Digital Photographer	102	
11.	Dress Making	103	
12.	Embroidery & Needle Work	104	
13.	Fashion Technology	105	
14.	Finance Executive	106	
15.	Fire Technology and Industrial Safety Management	107	
16.	Floriculture & Landscaping	108	
17.	Footwear maker	109	

18.	Hair and Skin care	110
19.	Health Safety & Environment	111
20.	Health Sanitary Inspector	112
21.	Horticulture	113
22.	Hospital House Keeping	114
23.	Human Resource Executive	115
24.	Leather Goods Maker	116
25.	Litho- Offset Machine Minder	117
26.	Marketing Executive	118
27.	Multimedia Animation and special Effects	119
28.	Office Assistant cum Computer Operator	120
29.	Photographer	121
30.	Plate Maker-Cum-Impositor	122
31.	Preservation of fruits and vegetables	123
32.	Process Cameraman	124
33.	Secretarial Practice (English)	125
34.	Stenography (English)	126
35.	Stenography (Hindi)	127
36.	Steward	128
37.	Travel & Tour Assistant	129
38.	Weaving of Silk and Woolen Fabrics	130
39.	Weaving of Woolen Fabrics	131
40.	Business Management	132
<b>Four Semester Trade (Non-Engineering)</b>		
1.	Dental Laboratory Equipment Technician	133
2.	Architectural Draughtsmanship	134
Total		



**Master Code of Trades Revised By Mentor Council**

(For filling in OMR Sheet against Trade Code)

**For Engineering Trades :-**

SL. No.	Trade Name	Three Digit Trade Code	Remarks
1	Mechanic Diesel Engine	201	
2	Mechanic (Tractor)	202	
3	Mechanic Auto Electrician and Electronics	203	
4	Mechanic Motor Cycle	204	
5	Pump Operator cum Mechanic	205	
6	Carpenter	206	
7	Surveyor	207	
8	Interior Decoration & Designing	208	
9	Plumber	209	
10	Architecture Assistant	210	
11	Mason	211	
12	Welder	212	
13	Sheet Metal Worker	213	
14	Foundryman Technician	214	
15	Mechanic Motor Vehicle	215	
16	Mechanic Motor Vehicle	216	
17	Civil Draughtsman	217	
18	Mechanic R & AC	218	
19	Electronics Mechanc	219	
20	ICTSM	220	
21	Turner	221	
22	Machinist	222	
23	Machinist (Grinder)	223	
24	Draughtsman (Mechanical)	224	
25	Mechanic Machine Tool Maintenance	225	
26	Operator Advanced Machine Tools	226	
27	Fitter	227	
28	Tool & Die Maker (Dies & Moulds)	228	
29	Tool & Die Maker (Press Tools, Jigs & Fixtures)	229	
30	Metal Cutting Attendent (For Visually Impaired Person)	230	
31	Electrician	231	
32	Wireman	232	
33	Electroplater	233	
34	Lift & Escalator Mechanic	234	
35	Spinning Technician	235	
36	Textile Mechatronics	236	
37	Textile Wet Processing technician	237	
38	Weaving technician	238	

**For Non-Engineering Trades :-**

1	Basic Cosmetology	239
2	Spa Therapy	240
3	Architecture Draughtsman	241
4	Computer Operator & Programing Assistant	242
5	Desk Top Publishing Operator	243
6	Multimedia Animation & Special Effects	244
7	Craftsman Fruit & Vegitable Processing	245
8	Fashion Design Technology	246
9	Sewing Technology	247
10	Dress Making	248
11	Surface Ornamentation	249
12	Computer Aided Embroidary and Designing	250
13	Baker and Confectioner	251
14	Food & Beverages Guest Service Assistant	252
15	Food Production (General)	253
16	Front Office Assistant	254
17	House Keeper	255
18	Old Age Care Assistant	256
19	Preparatory School Management (Assistant)	257
20	Secretairat Practice	258
21	Stenography & Secretarial Assistant (English)	259
22	Stenography (Hindi)	260
23	Tourist Guide	261
24	Travel and Travel Assistant	262
25	Weaving of Silk & Woolen Fabrics	263

By Speed Post

**DGE&T-18012/02/Sem./2014-TTC**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training**

Shram Shakti Bhawan, New Delhi  
Dated, 5<sup>th</sup> December, 2014

To

1. All the State/UT Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NVTI-Noida.
3. The Principal, RVTIs- Mumbai, Bangalore, Trivandrum, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara.

**Subject: All India Trade Test of Craftsmen (Semester System) for Engineering and Non Engineering Trades to be held in February, 2015.**

Sir/Madam

As you are aware that All India Trade Test (AITT) under CTS (Semester System) for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Semester is going to be conducted in February, 2015. The sealed packets for the Theory subjects' question papers would be sent directly at the address of the authorized banks of the concerned Trade Testing Centres as per NCVT norms.

However, one set of Trade Practical question papers would be sent directly to the respective State Directorate at least 15 days in advance from the date of commencement of exam in sealed packet by ensured post (or by password protect email), alongwith Bill of Material. You may further multiply the practical papers and distribute the same at the practical exam centres.

In view of above, you are requested to immediately provide Name of State Official, alongwith complete address and his official email to this office, so that one set of practical question paper would be sent to them for further multiply and distribution to practical exam centres. You may send these details by email to [punita.bhatia@nic.in](mailto:punita.bhatia@nic.in) and to [himanshu.85@nic.in](mailto:himanshu.85@nic.in).

Kindly acknowledge the receipt.



Yours faithfully,

*(M.C. Sharma)*  
8/12/2014  
(M.C. Sharma)

Joint Director of Training  
For Director of Training

No. DGE&T- 19/01/2014-CD (Pt. - II)  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training (DGE&T)  
\*\*\*\*\*

Shram Shakti Bhawan, New Delhi  
Dated: 20<sup>th</sup> February, 2014

To

1. Secretaries/ Principal secretaries of all the State Governments / UT Administrations dealing with Vocational Training;
2. Directors dealing with Vocational Training of all the State Governments / UT Administrations;
3. Directors, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai; and
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

**Subject:** Amendment in Semester System Examination Scheduled in February – March, 2014.

**Sir/ Madam,**

A number of private ITI Management Associations had a series of meetings with Secretary (L&E) and other senior officers of DGE&T to discuss the problems arising out of first time implementation of semester examination in February – March, 2014. As outcome of the discussions, following points have been approved as a special case one time provision for this semester only:

- i. The students who do not pass the exam may be allowed carry forward system this year. This would mean that the students would not be removed from the rolls of the ITI and would be allowed to give the exam of first semester in the ensuing semesters.
  - ii. Option may be given to students to attempt 80% of questions in those subjects where two subjects have been combined in the question paper.
  - iii. Invigilators may be permitted to explain the questions to the students in the vernacular languages. For this, 15 minutes extra time may be given to the students.
  - iv. After the exams, the State Governments may be requested to take structured feedback based on experience of these exams. Future improvements in the semester system may be done on this structured feedback.
  - v. The private ITI managements may be permitted to carry forward unfilled units of affiliated trade in the next semester to tide over the problem of unfilled vacancies and late admissions.
2. All the State Directors/ Commissioners are requested to comply with the above decision.

Yours faithfully

  
(R.L. Singh)  
Dy. Director General (Training)

Contd ./-2

Copy to:

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVITs.
2. All officers of level JDT and above at DGE&T (HQ)
3. P.R.O, Ministry of Labour & Employment, Government of India for wide publicity.
4. Federation of All India Private ITI Associations
5. UP Private ITI Management Associations



(Amrit Pal Singh)  
Dy. Director of Training

Copy for information:

1. PS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/JS

Speed Post

No. DGET-18011/02/2014-TTC (Pt.-I)  
GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated the 4<sup>th</sup> June, 2014

To

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NVTI-Noida and RVTIs-Mumbai, Bengaluru, Thiruvananthapuram, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara.

**Subject: Packing content details of OMR- regarding.**

Sir


This is with reference to DGET letter regarding the conduct of AITT under Semester System pattern of CTS commencing from 23<sup>rd</sup> July, for which the schedule has been already circulated.

Similarly to the pattern of 1<sup>st</sup> Semester Exam; the ensuing examination would also be OMR based except for Engineering Drawing II<sup>nd</sup> Semester & Practical I & II Semester. However in the previous examination it was experienced that OMR packing by State Directorate and details of OMR Sheets provided by Trade Testing Centres while handing over to NIELIT were not consistent due to which the evaluating agency (NIELIT) had to face a lot of hardship in identifying and separating subject wise/paper wise and centre wise/ State wise OMR Sheets. This also resulted in wastage of time, efforts and mixing of OMR Sheets.

In view of above; it has been now decided that a uniform 'Content Details of OMR Sheet Packets' format may be circulated to all State Directorates. They would fill this format in duplicate & hand over to NIELIT or their representative after completion of examination alongwith the sealed packet(s) of used OMR Sheets. The packets without mention of 'OMR Sheet content details' would not be accepted.

Encl.: A Format.

Yours Faithfully

  
(Sunil Kumar Gupta)  
Director of Training

Copy to:- The Controller of Examination, National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6<sup>th</sup> CGO Complex, Lodhi Road, New Delhi-110003 for information and for strictly adhering to format while collecting the OMR Sheets from State Directorates & DGET Field institutes.

(Sunil Kumar Gupta)  
Director of Training

**OMR SHEET PACKET (Orange/Magenta)**

**CONTENT DETAILS**

State/UT Code (1 to 35 for State/UT & 36 to 46 DGET Field Institute)	:	<hr/>
Trade Testing Centre/ DGET Field Institute Address	:	<hr/> <hr/>
Current Packet No.	:	<hr/>
Total Packets of this TTC/Field Institutes	:	<hr/>
Semester I/II	:	<hr/>
Date of Examination	:	<hr/>
FN/AN	:	<hr/>
Paper I/II	:	<hr/>
Subject(s)	:	<hr/>
Total Trainees Present	:	<hr/>
Total Trainees Absent	:	<hr/>
Colour of OMR Sheet (Orange/Magenta)	:	<hr/>

Sl. No.	Details	Quantity	Remarks
1.	Used OMR Sheets for Trainees Present		Answer Sheet No. _____ to _____
2.	OMR Sheets for absent trainees		Answer Sheet No. _____
3.	OMR Sheets unused returned		Answer Sheet No. _____ to _____
4.	OMR Sheets defective		Answer Sheet No. _____
	<b>Total</b>		

\* Fill NA wherever not applicable.

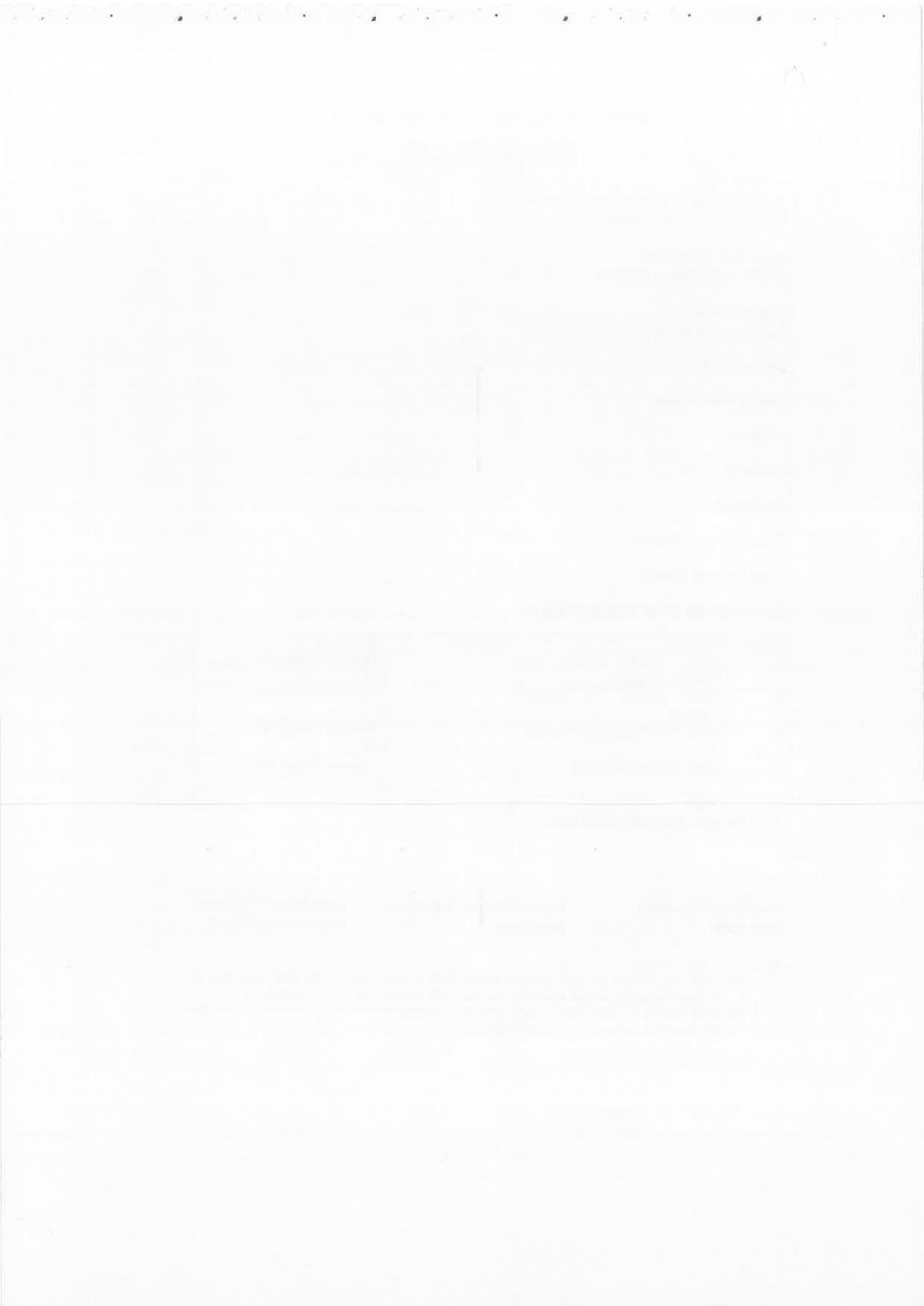
\_\_\_\_\_  
**Invigilator Signature  
With Date**

\_\_\_\_\_  
**Superintendent Signature  
With Date**

\_\_\_\_\_  
**Chairperson/Principal  
Signature with Date**

**Note:-** (i) Pl. fill in duplicate.

- (ii) Paste one of them on outer cover of sealed OMR Sheets packets. The other copy may be enclosed inside the packets containing the filled OMR Sheets to be inside the packet.
- (iii) While packing the filled OMR Sheets, ENSURE NO OMR SHEET GETS DAMAGED, FOLDED OR REMAINS STICKING TO OUTER COVER.





No. DGET: DGET18011/05/Sem-Misc/2014-TTC  
Government of India  
Ministry of Labour and Employment  
Directorate General of Employment & Training

S.S. Bhawan, Rafi Marg, N.D.  
dt. 19<sup>th</sup> December, 2014

To,

1. The Directors dealing with Vocational Training of all States/UT Administrators;
2. The Principal, NVTI-Noida and RVTIs-Mumbai, Bangalore, Trivandrum, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara

Subject:- Modified Semester system All India Trade Test(AITT) under CTS based on feedback and issues raised by State Directorates and Federation of All India Private ITIs –regarding.

Sir,

This Directorate has received representations from State Directorate/UTs and Federation of All India Private ITIs regarding difficulties faced in implementing semester system AITT under CTS, The various issues raised in the representation have been considered and the following decisions have been taken :-

**1. Grace Marks in Semester System:-**

It was existing for conventional system of AITT under CTS. The 5 Grace Marks in totality were given for engineering Trade and 2 Grace Marks for non-engineering trade (except Practical examination). Marks can be given in totality and individually in Trade theory subjects. The grace marks was dropped in semester system AITT examination held in August, 2014.

Keeping in view the parity with the conventional system and to normalise proportionately with the conventional system the 7 Grace marks for engineering trades and 2 grace marks for Non engineering trades in totality or Individually (except Practical exams) is introduced for theory papers. However, the negative marking will still continue.

**2. Examination Centers :-**

**(a) Theory Exams :-**

As per minutes of 41<sup>st</sup> meeting of NCVT and vide letter No. DGE&T-19/03/2014-CD dated 15.05.2014 to all state directorate, it was informed that all theory papers exams will be conducted in Government/Government aided Institutions. The examination center allotted should be within 25 km of the ITI where the trainee is undergoing training and with a maximum cap of 500 candidates per examination center. To observe this distance limit, relaxation for holding examination in other examination center would be given by DGE&T on recommendations of the State Directors. Also in every examination room, at least one invigilator must be from Government Institute/ Polytechnic/ college.

However, due to increased no's of Private ITI's it is becoming difficult to conduct the Theory exams in Government ITIs/ Government aided Institution; Schools, because of limited infrastructural facilities and thus causing the increased no of examination days. In order to resolve the issue while deciding the examination center the State Directorate will first exhaust the possibilities of making the

Government ITIs/ Govt. aided Testing centres and then they can make Private ITI's as a Testing centre with a intimation to DGE&T and subjected to the following condition :-

- a. Pvt. ITIs should have all the Infrastructural facilities.
- b. No private ITIs will be made as self testing centre.
- c. Private ITI must be NCVT Affiliated & having minimum of 8 units.
- d. The students of two ITIs made as a testing center should not be mutually interchanged.
- e. The students of any ITIs should not be allowed in same trade testing center consecutively for two years.
- f. The private ITIs should not have more than 500 students and within the vicinity of 25 km of ITI where the trainees are undergoing training.
- g. All trade testing centers should have one govt. official must be appointed as examination superintendent (not below the rank of Instructor).

**(b) Practical Exams:-**

In addition to the conditioned mentioned for theory exam center, the Pvt ITI made as a testing for Practical exams must also have a relevant trade with 100% availability of tools, equipment's and Machinery in working condition.

**3. Result Declaration and Rechecking of OMR sheet:-**

The result must be declared within 40 days after the last date of examination and accordingly it is decided that the State Directorate should collect all the OMR sheets duly sealed and signed by the examination superintendent of respective Trade Testing center with in 24 hours of concluding of examination and hand over the same to the agencies informed by DGE&T within a week. If they delay, their results will be declared separately and State directorate will be responsible for this.

The State Directorate will be given back the original OMR sheets and scanned copy of OMR sheets, so that in case any rechecking is required, then Student can approach to the State Directorate and can get the answer sheet checked.

**4. Examination Fee :-**

In 41st NCVT meeting held on 30th April, 2014 the examination fee is revised and informed to all the State Directorate/UTs vide DGE&T Ref. No. DGE&T-19/03/2014-CD dated 15<sup>th</sup> May, 2014. In order to meet the expenses involved in Printing, Packing, dispatch, collection and evaluation of OMR sheet, DGE&T has fixed the examination fee of Rs. 75/-per student per semester to be reimbursed to DGE&T. All the State Directorate was informed in this regard vide DGE&T letter Ref No. DGE&T:19(7)(9)/2014-CD dated 13th Nov, 2014 & DGE&T-18011/1/2013-TTC(pt) dated 19<sup>th</sup> November, 2014. Further to inform, student may not be eligible to appear for the exam if the examination fee is not deposited to DGE&T.

**5. Question Papers in Regional Language :-**

At Present, question papers are supplied in English, Hindi and Regional language i.e. Tamil, Telgu, Malayalam, Oriya, Bangla, Gujrati and Kannad.

However, DGE&T would supply the question papers in other regional languages also to the states where the students appearing for AITT are more then one lakh. Accordingly, the question paper would be supplied in Marathi regional language from August, 2015 to the Maharashtra state.

6. **Candidate who have sufficient attendance but did not appear for the examination and goes to the second semester:-**

As per DGE&T order No. DGE&T-19/12/2014-CD dt. 9.7.2014 the candidates can appear only in 1<sup>st</sup> semester examination and he can not appear in 2<sup>nd</sup> Semester examination even if he has completed 2<sup>nd</sup> semester successfully. In such cases, you may allow the student to appear for both the semester exams, if hall ticket was issued to him, but the student could not appear due to some unavoidable circumstances.

7. **Candidate who have In-sufficient attendance and hence not permitted to appear for exam:-**

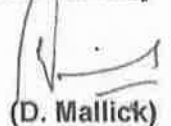
In such cases, the candidate will undergo training with next batch and then appear for exam. He/she will be admitted first against supernumeraries seats while taking admissions in ITIs as intimated vide letter No. DGET-19/13/2014-CD dated 11th December 2014.

8. **Regarding candidates left in between training and approached ITI to continue training:-**

Such candidates will be admitted at the beginning of that concerned semester and he/she will be admitted first against supernumeraries seats while taking admissions in ITIs as intimated vide letter No. DGET-19/13/2014-CD dated 11th December 2014.

These guide lines are in addition to the previous letter No. DGE&T -19/12/2014-CD dated 27<sup>th</sup> May, 2014 for semester system All India Trade Test under CTS. You are requested to follow the above guide lines for smooth implementation of AITT under CTS for Semester System and issue instruction to all concerned.

Yours Faithfully



**Deputy Director General(T)**

