

"ഭരണഭാഷ-മാതൃഭാഷ"
വ്യാവസായിക പരിശീലനവകുപ്പ്
(കേരളസംസ്ഥാനം)

നമ്പർ: G1/40153/18


തൊഴിൽ ഭവൻ,
തിരുവനന്തപുരം
തീയതി: 12/03/2019

ചുറ്ററിയിപ്പ്

വിഷയം:- വ്യാവസായിക പരിശീലന വകുപ്പ് അഖിലേന്ത്യാ ട്രേഡ് ടെസ്റ്റ് ഗൈഡ് ലൈൻ നൽകുന്നത് -സംബന്ധിച്ച്

സൂചന:- MSDE-19/02/2018-CD നമ്പരായ 26-02-2019 ലെ ഡി ജി റ്റി യിൽ നിന്നുള്ള ഗൈഡ് ലൈൻ

അഖിലേന്ത്യാ ട്രേഡ് ടെസ്റ്റ് മായി ബന്ധപ്പെട്ട ഗൈഡ് ലൈൻ സൂചന പ്രകാരം ഡി ജി റ്റി ലഭ്യമാക്കിയിട്ടുണ്ട് .ടി ഗൈഡ് ലൈൻ അറിവിലേക്കും തുടർ നടപടിക്കുമായി ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.


ADDITIONAL DIRECTOR
ട്രെയിനിംഗ് ഡയറക്ടർക്കു വേണ്ടി

എല്ലാ ഗവ / പ്രൈവറ്റ് ഐ.ടി.ഐ പ്രിൻസിപ്പാൾമാർക്കും

1/10

MSDE-19/02/2018-CD
Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
Library Avenue, Pusa Complex
New Delhi, 110012 dated 26th February, 2018

To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
The Directors, CSTARI, NSTIs & RDSDEs**

Subject: Authorizing State Directorates/Commissioner of UTs and National Skill Training Institutes (NSTI) dealing with CTS for preparation of question paper.

Sir/Madam,

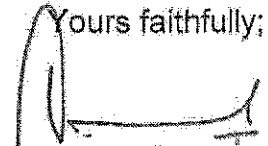
This is to inform that Second meeting of Committee on 'Norms & Courses' held on 14.02.2019 at 2.30 pm in Conference Room, 1st floor, Employment Exchange Building, Pusa, New Delhi wherein authorizing State Directorates/Commissioner of UTs and National Skill Training Institutes (NSTI) dealing with CTS for preparation of question paper at their end for conduct of Practical and Engineering drawing exam in AITT under CTS as an agenda no. 1 was discussed.

Following is approved for implementation:

1. The Directorate/Commissioner of State/UTs and the Director, National Skill Training Institutes (NSTI) dealing with CTS may be entrusted to prepare question paper at their end for Practical and Engineering drawing subject of all the trades running in their state / NSTI for AITT under CTS (Semester system & Dual System) to be conducted in June 2019 and onwards. Examination centre for engineering drawing exam should be decided by concern state directorate/UT and NSTI.
2. The Establishments providing training through Flexi MoU under CTS may be entrusted to prepare question paper at their end for Practical and Engineering drawing subject of all the trades running in their establishment for AITT under CTS under Flexi MoU to be conducted in June 2019 and onwards. The establishment will have self exam centre for Practical and Engg drawing exam.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

Copy to (for information):

- PPSs to the Secretary and the DG/AS,DGT, MSDE
- PPS to DDG(T&E),DGT, MSDE
- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)

Dy. Director of Training

4/10

MSDE-19/02/2018-CD
Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
Library Avenue, Pusa Complex
New Delhi, 110012 dated 26th February, 2018

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
The Directors, CSTARI, NSTIs & RDSDEs

Subject: Support of State Directorates/ Commissioner of UTs dealing with CTS for translation of MCQ type question paper in Regional Language at their end

Sir/Madam,

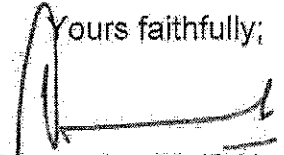
This is to inform that Second meeting of Committee on 'Norms & Courses' held on 14.02.2019 at 2.30 pm in Conference Room, 1st floor, Employment Exchange Building, Pusa, New Delhi wherein requirement of support of State Directorates/ Commissioner of UTs dealing with CTS for translation of MCQ type question paper in Regional Language at their end for Regional language of the concerned state for preparation of question bank to be used in conduct of Computer Based Exam exam in AITT under CTS to be conducted In June 2019 and onwards as an agenda no. 4 was discussed.

Following is approved for implementation:

In this regard it was decided that the committee approved the proposal that the translation of question papers of theoretical subject (Trade theory, Workshop Sc, & Cal and Employability Skill etc.) having MCQ type questions may be done at **State Directorate/UT** concerned for the concerned Regional Language before keeping the question in Question Bank of Computer Based Examination under CTS for ITI trainees.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)

Dy. Director of Training

5/10

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Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
Library Avenue, Pusa Complex
New Delhi, 110012 dated 26th February, 2019

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
The Directors, NIMI, NSTIs & RDSDEs

Subject: Decrease in number of existing attempts to be given to trainees to pass All India Trade Test.

Sir,

This is to inform that 1st meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal of **decrease in number of existing attempts to be given to trainees to pass All India Trade Test** as an agenda no. 05 was discussed.

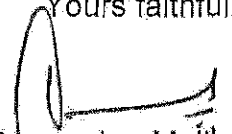
Following is approved for implementation:

Based upon the discussions among members, the committee recommended the following for all schemes i.e. CTS (including Scheme of Flexi MoU, DST), ATS and CITS for all Regular as well as Private Candidates **for the admission session Aug 2019 onwards:**

- a. Trainees may be allowed to appear in AITT for total 04 attempts i.e. 01 attempt as Regular and 03 additional attempts as supplementary to pass the AITT.
- b. Supplementary exam will be held every 6 months or even 3 months. If a trainee does not appear in any one or none of the 1+3 additional attempts as supplementary, the trainee will lose that attempt and registration will expire.
- c. The registration of trainee will expire after 1+3 additional attempts as supplementary or completion of period of one and half year (1½) after training whichever is earlier.
- d. If a trainee does not successfully pass the AITT in this period, the name of the trainee will be struck-off from portal.
 - ✓ For CTS, candidate may apply as a private candidate after 03 year industrial experience to appear in AITT or may again seek fresh entry as regular
 - ✓ For CITS, the candidate may enroll as regular trainee through NIMI online entrance exam.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- PPS to DDG(T&E), DGT, MSDE
- The Directors at DGT (HQ), New Delhi.



(Sushil Agarwal)

Dy. Director of Training

6/10

MSDE-19/02/2018-CD
Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
Library Avenue, Pusa Complex
New Delhi, 110012 dated 26th February, 2019

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
The Directors, NIMI, NSTIs & RDSDEs

Subject: Development of Question bank for all schemes.

Sir,

This is to inform that 1st meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal for development of Question bank for all schemes under DGT i.e. **CTS, ATS and CITS to facilitate use of MCQ type question for Computer Based Test (CBT) in AITT** as an agenda no. 06 was discussed.

Following is approved for implementation:

1. DGT should conduct Computer Based Test (CBT) for all theoretical papers in all scheme i.e. CTS, ATS and CITS. The CBT should use MCQ objective type question bank so that students in the same room also get different questions of equivalent difficulty level. However, different set of question papers of same paper may be used for the trades where question bank is not developed. NIMI should be used to develop question banks as per latest NSQF level with each question graded with different level of difficulty.
2. Regarding preparation of question paper for Practical exam as well as Engineering drawing exam of all the trades under Craftsmen Training Scheme (CTS) at state directorate / UTs level for use in respective state/UT, **the DGT should hold a meeting with controller of examinations for deliberation in detail.**
3. Recently, vide DGT letter no. MSDE 18011/DGT/2017-TTC (Pt.III) dated 16.01.2019 responsibility of preparation of question papers (all trades) for Practicals has been assigned to the respective establishments. Now, It is proposed that engineering drawing question papers may also be prepared at their end.

ATS

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In this regard, it was decided that the DGT/RDSDEs should hold Workshops with establishments implementing apprenticeship training for smooth implementation of the exams.

- MS
4. The committee recommended that all the concerned establishments under Flexi MoU scheme should prepare question paper for Practical as well as Engineering drawing exam of all the trades running in their establishment. The answer sheets of Engg drawing and practical exam should be evaluated by them and marks should be uploaded in portal by concerned establishments itself for processing and declaration of results.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)

Dy. Director of Training

8/10

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Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
Library Avenue, Pusa Complex
New Delhi, 110012 dated 26th February, 2019

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
The Directors, CSTARI, NSTIs & RDSDEs

Subject: Setting up of limit of maximum 3 kg of metal requirement per student in Practical exams.

Sir,


This is to inform that 1st meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein setting up of limit of maximum 3 kg of metal requirement per student in Practical exams as an agenda no. 19 was discussed.

Following is approved for implementation:

After detailed discussion, the committee recommended that, while preparation of question papers by question paper setters for practical exam in AITT under CTS, ATS and CITS and other competitive exams conducted by DGT, the limit of maximum 3 kg of metal requirement per trainee should be ensured and dimensions of job to be prepared during exam should be kept accordingly to ensure easy handling of material by trainees. TT Cell will issue instruction in this regard.

Accordingly, it is requested to take further action at your end.

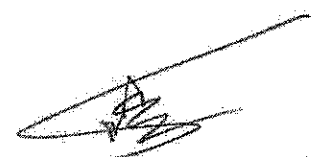
Yours faithfully;


(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- The Directors at DGT (HQ), New Delhi


(Sushil Agarwal)
Dy. Director of Training

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Directorate General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
Library Avenue, Pusa Complex
New Delhi, 110012 dated 26th February, 2019

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
The Directors, CSTARI, NSTIs & RDSDEs

Subject: Computerized theory exams

Sir,

This is to inform that 1st meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein matter of all computerized theory exams as an agenda no. 20 was discussed.

Following is approved for implementation:

All computerized theory exams, whether of CTS or CITS or Apprentice, will be conducted at centres hired or owned by the vendor. NSTI or ITOT or ITI or the Apprentice establishment or the Flexi MoU partner campus will NOT be used.

Accordingly, it is requested to take further action at your end.

Yours faithfully;


(Deepankar Mallick),

Deputy Director General (C, P & Admn)

Copy to (for information):

1. PPSs to the Secretary and the DG/AS, DGT, MSDE
2. PPS to DDG(T&E), DGT, MSDE
3. The Directors at DGT (HQ), New Delhi


(Sushil Agarwal)

Dy. Director of Training

10/10

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Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,
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New Delhi, 110012 dated 26th February, 2019

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
The Directors, CSTARI, NSTIs & RDSDEs

Subject: Proposal for SoP for external examiners, observers and flying squads for all exams. Also make Hall Tickets and Attendance Sheets with students photos mandatory.

Sir,

This is to inform that 1st meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal for SoP for external examiners, observers and flying squads for all exams. Also make Hall Tickets and Attendance Sheets with students photos mandatory as an agenda no. 21 was discussed.

Following is approved for implementation:


(A) SoP for External Examiner:

As per Training Manual for ITIs and ITCs, the practical test should be evaluated at the respective trade testing centre by the examiner and the evaluated practical job should be preserved for a minimum period of one month. The examiner called for evaluation should have minimum technical qualification of a diploma in respective engineering discipline. Where diploma holders are not available, the qualification of the examiner may be suitably relaxed. State directorate shall prepare a panel of examiners. State director may also appoint Chief Examiner for moderation of exam.

Proposed Standard Operating Procedure (SoP) for Examiner:

1. The practical test should be evaluated at the respective trade testing centre by the examiner and the evaluated practical job should be preserved for a minimum period of one month. The examiner called for evaluation should have minimum technical qualification of a Diploma in respective engineering discipline. In case, sufficient Diploma holders are not available, then instructor having qualification of NTC with minimum 03 years teaching experience may also be appointed as Examiner.
2. The appointment letter has to be issued to examiner by state directorate specifying the schedule of examination, name of trade and address of the exam centre.
3. The examiner should keep the copy of appointment letter issued by state director and a photo Id proof while reporting at exam centre.
4. The examiner should report at exam centre at least 01 hrs prior to commencement of examination and report to exam centre incharge.

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5. The examiner should get semester / year wise list (attendance sheet) of trainees having photograph of the trainee from exam centre in-charge.
6. The examiner should evaluate the job prepared and operation performed by the trainee during execution of job.
7. Duly filled-in and signed copy of detail of marks obtained by the trainee should be submitted to District Nodal Govt ITI and a copy of the same duly received by the nodal ITI should be retained by examiner.
8. The remuneration to examiner has to be paid by the concerned state directorate as per rules.

(B) SoP for Observer deputed from DGT in AITT:

As per Training Manual , DGT would also appoint centre observer at least covering one centre of each state during the test. The observer would submit report to DGT within 02 week from the last date of the trade test. In case some major deviations from the prescribed norms in conducting the trade test are brought to the notice of authorities, such centre is liable to be debarred for conducting the trade test for a maximum period of 03 year and concerned trade test is liable to be cancelled by the controller of exams and trainees may be asked to reappear in the subsequent test under the scheme.

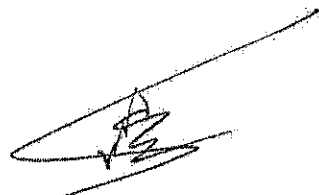
Proposed Standard Operating Procedure (SoP) for observer:

1. The appointment letter/ deputation letter has to be issued to observer by state directorate/DGT specifying the schedule of examination and list of exam centre.
2. The observer should keep the copy of letter issued and a photo Id proof while reporting at exam centre.
3. The observer should report to exam centre in-charge at exam centre at least 01 hrs prior to commencement of examination.
4. The observer should be available for full time of examination if deputed for single exam centre.
5. The observer deputed in ITOTs should countersign each and every document related to conduct of examination. He should also countersign the detail of marks obtained by the trainee in practical and engineering drawing exam.
6. The observer should submit detail report of day to day activity of examination along with video recording of the examination to the deputing authority / controller of examination.

(C) SoP for Flying Squads:

As per Training Manual , State director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for surprise check and submit the report to state director with a copy endorsed to DGT, highlighting the various observation made during the visit. The report should be submitted within 01 month from the last date of the trade test.

- 2/3 -



Standard Operating Procedure (SoP) for observer:

1. The appointment letter/formation of flying squad consisting of senior officers has to be issued by state directorate/DGT specifying the schedule of examination and zone of visit.
2. The flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.
3. The flying squad should visit the trade testing centre for surprise check and submit the report to state director with a copy endorsed to DGT, highlighting the various observation made during the visit.

Accordingly, it is requested to take further action at your end.

Yours faithfully;




(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- PPS to DDG(T&E), DGT, MSDE
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(Sushil Agarwal)

Dy. Director of Training