

No. - DGT-11011/26/2022-O/o Dir (CFI) (E-50800)

भारत सरकार  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
प्रशिक्षण महानिदेशालय

Room No. 217, Second Floor, DGT, Kaushal Bhawan,  
New Moti Bagh, New Delhi,  
Dated: 03/09/2024

To,

The State Directors / Commissioner dealing with Craftsmen Training Scheme (CTS)  
The Regional Directors, RDSDEs, DGT  
The Principals of NSTIs/IToTs

**Subject: -Activity schedule for All India Trade Test of Craft Instructor under CITS (RPL)-  
September 2024 -regarding.**

Sir/Madam,

The Activity schedule of AITT of Craft Instructors under the CITS (RPL) to be conducted from 23.09.2024 to 29.09.2024 is as mentioned below: -

Sl. No.	Activity	Tentative dates
1.	Registration of trainees and submission of examination fee on <a href="https://www.nimionlineadmission.in/">https://www.nimionlineadmission.in/</a>	04.09.2024 to 13.09.2024
2.	Exam centre Mapping for Practical, Engineering Drawing by RDSDEs with support of State Directorates & online examination by M/s NSEIT Limited	17.09.2024 to 18.09.2024
3.	Generation of Hall Tickets	19.09.2024 to 20.09.2024
4.	Downloading of Hall Tickets by Candidates through NIMI Portal	21.09.2024 onwards
5.	Engineering Drawing/Soft Skills (Practical)	23.09.2024
6.	Trade Practical	24.09.2024 & 25.09.2024
7.	Training Methodology (Practical)	26.09.2024 & 27.09.2024
8.	CBT Examination ( <b>Online mode</b> )	28.09.2024 & 29.09.2024
9.	Uploading/Compiling of Online exam marks, Practical and Engineering Drawing marks by the NIMI	Up to 10.10.2024
10.	Declaration of Final result	21.10.2024

You are requested to communicate this to all concerned /agencies to follow the schedule.

This issues with the approval of the competent authority.

Yours Sincerely,

  
(Hemant D. Ganjare)  
Joint Director (CFI)

Copy to: -

- PSO to DG/AS, DGT
- DDG (Southern Region), DDG (Eastern Region) & DDG, DGT(H.Q.)
- Executive Director, NIMI for kind information & and necessary action
- Director, (TT & IT) Cell, DGT for kind information
- Assistant Director, IT- with request to post on NCVTMIS & DGT websites
- M/s. NSEIT Limited for kind information and necessary action.

  
(Vijay Kumar)  
Assistant Director (CFI)

भारत सरकार  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
प्रशिक्षण महानिदेशालय

Kaushal Bhawan, New Moti Bagh, New Delhi-23,  
Dated: 03/09/2024

To

- (i) The State Directors / Commissioners dealing with Craftsmen Training Scheme(CTS)  
The Regional Directors, RDSDEs,  
(ii) The Principals, NSTIs/NSTI(W)s,  
(iii) **Subject: - Programme of AITT of Craft Instructors under CITS (RPL) Main Exam for the session 2023-24 and Supplementary Exam for the session 2022-23 in September 2024 -regarding.**

It has been decided to conduct All India Trade Test of Craft Instructor under CITS (RPL) Main Exam for the session 2023-24 and Supplementary Exam for the session 2022-23 in September 2024 as per the programme given below: -

DATE	TIME	Engg. /Non-Engg. Trades	REMARKS
23.09.2024 (Monday)	09.30 AM to 12.30 PM	Engineering Drawing*	*For all Engineering Trades (Excluding RODA, DMM, DMC, Surveyor, IDD and Architectural Draughtsman (Applicable only for supplementary candidates)
	02.30 PM to 05.30 PM	Soft Skills Practical	For Non-Engg Trades (Applicable only for supplementary candidates)
24.09.2024 (Tuesday) & 25.09.2024 (Wednesday)	09.30 AM to 06.00 PM	Trade Practical	For all trades (Applicable for all regular and supplementary candidates)
26.09.2024 (Thursday) & 27.09.2024 (Friday)	09.30 AM to 06.00 PM	Training Methodology (Practical)	
28.09.2024 (Saturday) & 29.09.2024 (Sunday)	Online examination for Theoretical Subjects (Trade Theory, Workshop Calculation & Science, Workshop Calculation, Workshop Science, Soft Skills and Training Methodology) Time and venue of Examination Centres etc. will be printed on Hall Ticket		

(Lunch break from 01.00 PM to 01.30 PM for Practical Exam only)  
30 minutes time to be given to each trainee for Teaching Demonstration.

**Note:** - The practical test may be conducted up to 6.00 PM on each day depending upon the duration of the question paper. The question papers (Password protected) of Engg. Drawing and Practicals will be provided through e-mail by NIMI Chennai half an hour before the commencement of exams on respective dates as per prevailing practice. In case of any query, please contact the following persons from NIMI, Chennai as given below: -

- (i) Ms. Kirthika - 9498087085 (ii) Mr. Anup Wasnik - 9498069086

  
(Hemant D Ganjare)  
Joint Director (CFI)

Copy to: -

2. PSO to DG/AS, DGT
3. DDG, DGT (H.Q.), DDG (Southern Region) and DDG (Eastern Region)
4. Executive Director, NIMI Chennai for kind information & necessary action
5. Director, (TT & IT) Cell, DGT
6. Assistant Director, IT-with request to upload on DGT / NCVTMIS website
7. M/s NSEIT Limited for kind information and necessary action

  
(Vijay Kumar)  
Assistant Director (CFI)

ANNEXURE-I

GENERAL INSTRUCTIONS AND GUIDELINES

GENERAL INSTRUCTIONS

- i. All stakeholders are requested to check NEWS & UPDATES daily on NCVT MIS Portal & NIMI Chennai for the latest information regarding the AITT examination.
- ii. The question papers of AITT of Craft Instructor under CITS (RPL) Main Exam for the session 2023-24 & Supplementary Exam for the session 2022-23 in September 2024 for Practicals & Engineering Drawing (ED) of all trades will be provided by NIMI, Chennai.
- iii. *Candidates registered during session 2023-24 (Regular candidates) will be examined in AITT of Craft Instructor under CITS-RPL-September 2024 as per revised syllabus of Craft Instructor Training Scheme(CITS) of 1200 annual learning hours and order issued vide DGT letter MSDE(DGT)-19/03(05)/2022-CD(E-48234) dated 20.11.2023. Ex-failed/Absent candidates of previous session will be examined as per old syllabus applicable to them.*
- iv. No examinee shall adopt any kind of unfair means during the conduct of examinations. If any examinee is found doing so stringent disciplinary actions as deemed fit along with debarment from any examinations conducted in future by DGT, MSDE shall be initiated.

EXAMINATION GUIDELINES

A. Eligible Candidates

- i. Eligible candidates include: - 3534 candidates of session 2023-24(out of 3817 candidates verified by State Directorates) who successfully completed one-month online training of Principles of Teaching (PoT) on the NIMI portal and 188 Ex-Failed / Absent candidates of previous session 2022-23.
- ii. Candidates without Portal-generated Hall Ticket will not be allowed to appear in AITT.
- iii. Candidates are requested to check the notification on NIMI Portal for the generation of Hall Tickets, in case of any issue, the same must contact the following persons from NIMI as given below: -
  1. Ms. Kirthika - 9498087085
  2. Mr. Anup Wasnik - 9498069086

B. Examination Fee

As per letter no. DGT-11011/5/2022-O/o DIR(CFIs) dated: 26<sup>th</sup> April 2022, the examination fee will be Rs. 400/- per paper per examination under CITS(RPL).

C. Venue of Exam / Exam Centres

- i. Venue of Exam Centre for CBT will be printed on hall ticket.
- ii. For offline examination (Engineering Drawing, Trade Practicals, Soft Skills (Practical) and Training Methodology (Practical)) exam Centre will be at the NSTI (G)/ NSTI (W) /Govt. ITI.
- iii. The decision for assigning the exam centre shall be taken by the CFI Section, DGT / Controller of Examination. No request for change in the exam centre shall be entertained in any case.

D. Role of Regional Director, RDSDE: -

- i. Responsible for the smooth conducting of the examination.
- ii. The bill of material for the practical exam will also be provided by NIMI, Chennai and raw material/consumable has to be procured by concerned NSTI/ Govt. ITI for candidates appearing at their respective institute. In this regard, expenses on raw materials and examiners may be borne by the concerned RDSDE and should be reimbursed through the respective head of budget as per the prevailing rate of DGT.
- iii. Allocation and availability of duties of Exam Supervisor, Invigilators and other supporting staff.

- v. All RDSDEs should ensure videography of all exams (CBT, Trade and Training Methodology Practical) and attendance is being recorded.
- vi. All RDSDEs are requested to provide the list of external examiners for offline exams (Engineering Drawing, Soft Skills, Trade Practical & Training Methodology Practical) for the CITS examination to the CFI Section, DGT(H.Q.), New Delhi.
- vii. Video recording should cover the entire duration of the CITS (RPL) examination covering each candidate appearing in the exam.
- viii. Arrangement of CCTV surveillance at entry, exit and examination rooms and recording of CCTV footage will be ensured. The recording will be kept with the examination in charge so as to produce the same as and when required for future reference.
- ix. Receiving of password for question paper of ED and Practicals from NIMI, Chennai.
- x. Multiplication of question papers as per requirement.
- xi. Evaluation of Engg. Drawing & Practicals examinations.
- xii. Preparation of result sheet of Engg. Drawing & Practicals and submission to NIMI Chennai for compilation and one copy to CFI Section, DGT (HQ) for record purposes by the end of examinations.

**E. Role of NIMI / NSEIT Limited: -**

- i. Planning for CBT as per details of candidates who applied for the CITS (RPL) Main Exam for the session 2023-24 and Supplementary Exam for the session 2022-23 in September 2024 to NIMI portal and concurrence of CFI Section, DGT(HQ).
- ii. Registration of candidates and examination fee link available on the NIMI Portal. The link will be [www.nimionlineadmission.in](http://www.nimionlineadmission.in)
- iii. Centre Mapping for Practical, Engineering Drawing by RDSDEs with support of State Directorates and online examinations by M/s NSEIT Limited.
- iv. Generation and Issuance of Admit Card / Hall Tickets through the NIMI Portal/email of the candidates.
- v. Entertain grievances received by candidates related to registration, CBT exam, practical exam etc.
- vi. Smooth conduction of CBT.
- vii. Compilation of Final Result and Submission to CFI Section, DGT (HQ) in given Templates for onward submission to M/s WIPRO for declaration of result and issuance of e-marksheet / e-certificate to the candidates through NCVT MIS Portal.

**F. Examination Pattern, Question Paper and Duration of Examination**

- i. **The passing marks percentage of theoretical papers will be 40% and Practical papers will be 60% of the examination under CITS (RPL) .**
- ii. Exam in the subject of Engineering Drawing for all Engineering Trades shall be of the conventional type as per prevailing practice with **3 hours duration** (for each exam).
- iii. Engineering Drawing exam to be attempted on Drawing Sheet.
- iv. Question papers for Engineering Drawing and Practical examinations will be provided by NIMI, Chennai to Regional Directorate concerned. Regional Directorate concerned will provide the same to all exam Centres through Password protected email and the Password will be shared 30 minutes prior to the scheduled time of the exam via e-mail.
- v. There will be no negative marking for wrong answers.

- vii. Bill of Material will be provided by NIMI Chennai to all RDSDEs at least 15 days before the commencement of the Practical exam to enable them to procure raw material well before the exam.

#### **G. Instructions for Trade Testing Centers**

- i. The exam centre should ensure the timely purchase of raw materials as per the Bill of Material provided for both Practical and ED examinations well before the schedule of the exam. The exam centre shall ensure the readiness of examination room/ hall workshops and equipments well before the scheduled examination date.
- ii. The bill of material (BoM) for the practical exam will also be provided by NIMI, Chennai and raw material/consumable will be procured by concerned NSTI/ Govt. ITI for candidates appearing at their respective institute.
- iii. Facility for multiplication (creating copies) of ED and Practical exam question papers must be available in-house in the exam centre. Photocopy of question paper from outside of the exam centre or movement of question paper outside the exam centre premises before completion of the exam is strictly prohibited.
- iv. The concerned Trade Testing Center must confirm the appointment of Examiners for all trades at least 3 days before the scheduled examination as per the guidelines.
- v. The concerned Trade Testing Center must ensure that trade and exam-wise attendance sheet of trainees appearing for examination is prepared before the day of the examination. The same must include Roll Number as per the NIMI portal and should be provided to Examiner.
- vi. Concerned Trade Testing Centre shall be responsible to prevent any malpractice, leakage of the question paper.

#### **H. Instructions for candidates appearing in the examination**

- i. All trainees must **USE ONLY NIMI ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD** during the examinations.
- ii. Candidates must cross-check their personal details and details of exams for appearing in as provided on the admit card (hall ticket) at the time of generating the admit card/hall ticket.
- iii. All candidates must report at the exam centre at least one hour before the time of commencement of the exam.
- iv. The candidates must utilize half an hour of extra time given before the exam to fill all the details correctly on the Answer Sheet of ED & Practical exams as printed on the admit card/hall ticket. The candidate is solely responsible for the particulars filled by him/her and no grievance/clarification shall be entertained in this regard.
- v. For any other clarification, the candidates may contact the concerned NSTI's/RDSDEs or NIMI helpline number from time to time. **They may also visit the DGT website (dgt.gov.in) and NIMI Portal** from time to time for any addition and alteration in the above information.

#### **I. Appointment of Examiner and Standard Operating Procedure**

- i. Appointment of Examiner-Regional Director, RDSDE shall prepare a panel of Examiner / Evaluator.
- ii. Evaluator Qualification - The evaluator called for evaluation should have the minimum technical qualification of a diploma in the respective engineering/non-engineering discipline. In case sufficient diploma holders are not available then an instructor having qualification of NTC with minimum 03 years of teaching experience may also be appointed as examiner.
- iii. One examiner shall not evaluate more than 2 units in the practical examination of the concerned trade in one session/exam i.e. at least one external examiner must be appointed for every 2 units of trainees appearing for the examination.
- iv. External Examiner / Evaluator will evaluate the practical job and Engg. Drawing sheets (ED) and submit the result on the same day to TT Cell.

- vi. The examiner should report at the exam centre at least one hour before the commencement of the examination and report to the exam centre in charge.
- vii. All Engineering Drawing Answer sheets will be collected in their respective NSTIs / NSTIs(W)/ Govt. ITIs by the evaluator at the end of the exam.
- viii. The examiner should evaluate the job prepared and the operation performed by the trainee during the execution of the job.
- ix. Duly filled in and signed copy of a detail of marks obtained by the trainees in ED & Practicals should be submitted to NIMI Chennai through RDSDE concerned.

**J. Appointment of Observer and Standard Operating Procedure**

- i. The Regional Director shall appoint a Centre observer for all exam centres on each day of the examination. The observer will submit a report to CFI Section within 01 week from the last date of the trade test through RD with a copy to the Controller of Examination.
- ii. The appointment letter/deputation letter has to be issued to the observer by RDSDE specifying the schedule of examination and list of exams centre.
- iii. The observer should keep a copy of the letter issued and a photo id proof while reporting at the exam centre.
- iv. The observer should report to the exam centre in charge at the exam centre at least one hour before the commencement of the examination.
- v. The observer should be available for full-time of examination if deputed for a single exam centre.
- vi. The observer should submit a detailed report of the day-to-day activity of the examination along with a video recording of the examination to the deputing authority / Controller of the examination.

**K. Appointment of Flying Squad and Standard Operating Procedure**

- i. Regional Director would constitute a flying squad consisting of senior officers who will visit the trade testing centre for a surprise check and submit the report to the Regional Director with a copy endorsed to DGT, highlighting the observation made during the visit. The report should be submitted within 02 days from the last date of the trade test.
- ii. The flying squad should keep a copy of the letter issued and a photo Id proof while visiting at the exam centre.

**L. Instructions for the preservation of answer sheets and evaluation**

- i. The Engg. Drawing sheets and Trade Practicals should be evaluated at the respective Trade Testing Centre (TTC) by the examiner/evaluator and the evaluated Engg. Drawing & Practical jobs should be preserved for minimum six months.

\*\*\*\*\*

