

GUIDELINES FOR
EXAMINATION IN ITIs



Directorate General of Training

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1 Background

- 1.1 **The Directorate General of Training (DGT)** in Ministry of Skill Development and Entrepreneurship (MSDE) is the apex organisation for development and coordination at national level the long term programmes relating to vocational training including women's training. DGT adopts multi-pronged strategy involving different stakeholders to fulfil this mandate. Further to facilitate this, DGT has been running four schemes viz. Craftsmen Training Scheme (CTS), Apprenticeship Training Scheme (ATS), Craft Instructors Training Scheme (CITS) and Advanced Vocational Training Scheme (AVTS) through its various institutions. CTS is implemented through Industrial Training Institutes (ITIs) who are accredited and affiliated by DGT to run the prescribed courses. ATS is implemented in partnership with industries in designated trades. CITS is a training of trainer's program implemented through NSTIs/IToTs run by state and private institutions. AVTS facilitates upskilling and reskilling of existing industrial workers in advanced new age courses through short term skilling programmes. . DGT is responsible for development of these programs at national level, particularly in the area concerning common policies, common standards & procedures, training of instructors and trade testing.
- 1.2 The Craftsmen Training Scheme (CTS) for training of skilled craftsmen is implemented through accredited and affiliated Govt. and Pvt. Industrial Training Institutes (ITIs) which are under the administrative and financial control of State Governments or Union Territory Administrations or the private managements. The Training under the Scheme is imparted both in engineering and non-engineering trades prescribed by the DGT. The qualifications for these trades are aligned to the National Skill Qualification Framework (NSQF) with the approval of National Council for Vocation Education and Training (NCVET). The duration of these training varies from 6 Months to 2 Years. As on 1st January 2021 a total number of 138 NSQF compliant trades which includes 74 engineering trades, 59 trades in the non-engineering sector and 05 trades for Specially Abled/ Divyangjan are running in the it is with the variable course duration from 6 months to 2 years. The courses are designed and developed by DGT in association with CSTARI and its Sectoral Trade Course Committees (STCC). To strengthen industry, connect and impart industry relevant training, Dual System of Training (DST) and Flexi MoU schemes have been introduced for customized, industry relevant training wherein the ITIs are encouraged to join hands with multiple industry partners for providing mandatory industrial exposure to the trainees during the course of their training. The industry gets the flexibility to

select trainees, conduct practical assessments, and add industry ready trainees to its workforce as per its own requirements.

- 1.3 The Crafts Instructor Training Scheme (CITS), a training of trainer's program of one-year duration, is implemented through NSTIs/IToT. A comprehensive training both in skills and training methodology is imparted to the instructor trainees to make them conversant with techniques of transferring hands-on skills, to train skilled manpower for the industry. As on 1st January 2021 34 NSQF aligned courses are in operation under CITS.
- 1.4 The Apprenticeship Training Scheme (ATS): Up-gradation of skills is an important component of Human Resource Development. However, Training imparted in institutions alone is not sufficient for acquisition of skills and needs to be supplemented by training at the workplace. Accordingly, the Apprentices Act, 1961 was enacted with the objective to utilize fully the facilities available in industry for imparting practical training to meet the requirements of skilled manpower for industry. Initially, the Act covered the apprenticeship training for the trade Apprentices and subsequently amended in 1973, 1986 and 2014 to bring the Graduates, Technician, Technician (Vocational) and Optional Trade Apprentices respectively under its purview. The implementation of the Apprentices Act is monitored by MSDE and in respect of Trade Apprentices in the Central Government Undertakings & Departments and establishments operating business 4 or more states by DGT through 22 Regional Directorate of Skill Development & Entrepreneurship (RDSDE). The DGT is also responsible for development of standard qualifications for apprenticeship courses and also undertaking the assessment and certification of the same. As on 1st January 2021, ATS covers 261 designated courses developed by DGT.
- 1.5 Apex Committee of DGT: Ministry of Skill Development and Entrepreneurship vide notification No. SD-17/113/2017-E&PW, dated 05th December, 2018, constituted the National Council for Vocational Education and Training (NCVET), subsuming the National Council for Vocational Training (NCVT) and the National Skill Development Agency (NSDA). The NCVET in pursuance of the powers conferred to it under Chapter III Functions and Powers of the council notification Para 16 (1), has recognized Directorate General of Training (DGT) as a sole 'Awarding Body' and 'Assessment Agency' for long term trainings and training of trainers in ITIs and NSTIs/IToTs vide order number 32001/14/2020/NCVET/234, dated 10.06.2020 (Annexure I) in respect of all NSQF aligned qualifications created by DGT and approved by NCVET .

1.6 Accordingly, an Apex Committee has been notified (Annex II Gazette Notification) as a formal structure for providing institutional oversight to proposals relating to accreditation, affiliation, de-affiliation and re-affiliation of the institutes; setting curriculum for different trades/ courses; and conducting assessments. The Apex Committee is mandated to ensure quality, standards, and conformity with NCVET guidelines and orders. Three empowered Standing Committees and a Quality Assurance unit under Apex Committee including the Standing Committee on Assessments with the Director General of Training as Chairperson have been set up to facilitate Apex Committee discharge its key roles and responsibilities. The key functions of the Standing committee on Assessment include the following:

- i. To establish a transparent, reliable, fair and standardized assessment strategy
- ii. To order assessment in conformity with the Assessment Guidelines and to fix dates for assessment.
- iii. To consider the recommendations of the —Standing Committee on Curriculum & Standards regarding examiners, question bank developers, translation, paper setter, moderators for the approval of the DGT. The committee will also consider recommendation on the processes involved for assessment
- iv. To prepare list of practical assessors including their Standard Operating Procedures (SOP).
- v. To finalize the number of question papers/ number of questions/languages/ schemes of marking to be set for each trade after receiving the recommendations from the —Standing Committee on Curriculum & Standards.
- vi. To recommend the mode and duration of theory and practical assessment in various trades/courses after considering the recommendations of the —Standing Committee on Curriculum & Standards
- vii. To recommend rate of honoraria for paper-setters, translators, examiners, moderators, invigilators, observers, exam Centre superintendent and others.
- viii. To recommend name of assessment agency for conduct of CBT as selected by the concerned Examination Controller / Trade Certification Cell.
- ix. To set the process of conducting oral and practical tests and formative/ internal assessments.
- x. To approve Standard Operating procedures for trainees, assessment centers, superintendents of exams and others relating to assessment as required.

- xi. To frame the rules for the award of grace marks.
- xii. To direct the publication/ declaration of the results only if there is any issue arise otherwise result review committee recommendation on result may be approved by competent authority.
- xiii. To deal with issues in the assessment and such other cases pertaining to the result of the trainees as are referred to it by the Controller of Examination.
- xiv. To frame guidelines for grievance handling of trainees appearing/appeared/not allowed, in assessment.
- xv. To propose amendments in Standard Guidelines for the Conduct of assessment after following the process of review and to ensure timely assessments followed by declaration of results and certification.
- xvi. To consider all other matters arising out of conduct of assessment and to make recommendations to the DGT wherever necessary.
- xvii. To find out ways and means for decentralization of assessment to Regional Directorate for Skill Development & Entrepreneurship level as regional bodies.
- xviii. Post completion of the training, trainees need to appear for the All India Trade Test (AITT) and assessments to be undertaken by the DGT as per defined SOPs. Candidates successfully passing the AITT, receive the National Trade Certificate (NTC) issued by DGT for CTS, National Apprenticeship Certificate (NAC) for ATS and National Craft Instructor Certificate (NCIC) for CITS.
- xix. Every year about 25 lakh students are trained under various schemes implemented through DGT. In the year of 2020, approx. 14.2 lakhs of trainees appeared under CTS & 9500 under CITS and 1.5 lakhs under ATS scheme.
- xx. With the objective of bringing credibility and transparency in assessment, DGT is regularly bringing assessment reforms. This also ensures delivery of course curriculum of Global Standards as well as a moving towards achieving equivalence with TVET certificates of other advanced TVET countries.

2 Purpose of the Guidelines

2.1 The purpose of this document is following:

- i. to provide an overview of DGTs assessment & certification eco-system,
- ii. to standardise the assessment systems of various examinations undertaken by the DGT

- iii. to documenting the processes for further improved transparency, establishing independence and enhancing credibility in post training assessment.
- 2.2 It would be mandatory for the Institution/establishment affiliated/registered with DGT to follow examination guidelines in toto. If the DGT has any reason to believe that the guidelines have not been followed in the conduct of assessment or relevant for a free and fair assessment, the DGT will resort to the penalties as deemed fit.
- 2.3 These guidelines supersede all other previous circulars related to conduct of CTS and other examination under the purview of DGT.

3 Eligibility of the Trainee/ Apprentice for appearing in the exam and relaxations or facilitations

3.1 Admission To Examinations – General

- i. Admission registers in the form prescribed by the DGT- Affiliation shall be maintained by the "Institution" where the name of every trainee joining "the Institution" shall be entered. For the ease of maintaining record this data shall also be digitally maintained in the prescribed format by the Affiliation Division of the DGT through the State Governments.
- ii. Successive numbers must be allotted to trainees on their admission and each trainee should retain this number throughout the whole of his career in the Institution. A trainee returning to the Institution after absence of any duration shall resume his original admission number.
- iii. If a trainee applying for admission to an affiliated Institution, has attended any other affiliated Institution, an authenticated copy of the Transfer certificate in the prescribed format, from his last Institution must be produced before his name can be entered in the Admission Register. Such a trainee shall be admitted only into a course for which he is entitled according to the transfer certificate.
- iv. A trainee shall be allowed to migrate from one affiliated "Institution" to another Institution under the following conditions only:-
 - a) It shall be within 25th week of the commencement of training of that year;
 - b) It shall be only on account of the transfer of the parent(s) or shifting of their families from one place to another or parents request, as the case may be,
 - c) The migration shall be allowed only on payment of all dues, receive an authenticated copy of the Transfer Certificate up to date.

- d) A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.
- e) This condition may be waived only in extreme circumstances by the DG and only in case of female trainees or persons with disabilities.
- v. If the statement made by the parent or guardian of a trainee or by the trainee himself/ herself, if he/she was major at the time of his/her admission to a Institution, is found to contain any willful misrepresentation of facts regarding the trainee's career, the head of the institution may punish him/her as per provision of the prevalent laws in the State, as the case may be, respectively and report the matter to the DGT through Director, RDSDE/Dy CoE.

3.2 Academic Qualifications for Undertaking Examinations

- i. The trainee should have passed an equivalent examination (Class VIII/X/XII as the case maybe) from any school recognized/affiliated to any recognized Board in the country or abroad, as per the requirement of the trade in which seeking admission;

3.3 Admission to Examinations – Regular Candidates

- i. The examinations for CTS, CITS, COE will be open to regular trainee of an accredited institution/establishment for the affiliated trade & unit and who has his name and details submitted in the manner prescribed by the DGT, along with the prescribed fee (vide Annexure II), provided to the Controller of Examinations duly certified by the Head of the Institution and forwarded through the State Government with the following:
 - a) trainee possesses the minimum prescribed academic qualifications and age for admission to that trade;
 - b) trainee has not obtained equivalent certification in this trade;
 - c) trainee is on the active rolls of the accredited and affiliated Institution for that trade and that unit;
 - d) trainee has completed a “satisfactory duration of training” in regular course at accredited and affiliated Institution for that trade and that unit in which he would appear in the examination;
 - e) trainee has appeared in the formative assessments regularly in which he would appear in the examination;
 - f) trainee bears a good moral character and is of good conduct;

- g) trainee has paid fees in amount and manner as issued by the CoE through an instruction of conduct of examination,
 - h) trainee satisfies all other provisions, applicable to him/her, of the examination and any other provision made by the DGT or the State Government or the Institution governing admission to the examination concerned, if any.
 - ii. It is mandatory upon an Institution affiliated to DGT to follow the Examination Guidelines of the DGT in toto.
 - iii. No affiliated Institution shall endeavor to present the candidates who are not on its roll nor will it present the candidates of its un-affiliated branch/Institutions to any of the DGT examinations.
- 3.4 The examinations for ATS will be open to registered apprentice of a registered establishment and for whom the contract has been taken out in conformity to the provisions of the Apprenticeship Act, 1961. The instructions shall be issued by the CoE after concurrence of DG, DGT.

3.5 Satisfactory Duration Of Training

- i. For the purpose of the training for satisfactory duration, the candidates shall have minimum 80% attendance, from the opening of the training session and up to the 42nd week of the course in that year. For maintaining the quality of training and acquisition of skills no relaxation is permitted on any other grounds other than medical and events related to world skill competition or sports of state and national or international level consequence.
 - a) 12 days of CL. 10 days of special leave and 15 days of medical leave is allowed to trainees owing to illness. This accounts for almost 20% of reasonable absence of the trainee.
 - b) Beyond the above, extraordinary medical leave for a further period not exceeding 3 weeks for one-year trade and 6 weeks for 2-year trades in addition to 15 days of absence may be granted to a trainee on producing a medical certificate from a medical officer or a registered medical practitioner.
 - c) In case of events related absence, maximum 3 weeks will be permitted
 - d) This can only be given only once in an entire year by the Head of the Institution under intimation to nodal ITI, State Government and Dy COE.
- ii. In case of migration, attendances at previous Institutes shall be considered in calculating the satisfactory duration. However, migration will not be considered after 25th week of the start of the training year.

- iii. Failed candidates shall be required to put in 80 percent of attendance calculated on the possible attendances from the first of the month following the publication of the result up to the 40th week. The candidates who fail in exam shall have a chance to appear in the supplementary however, in case they fail to appear in it or fail again they would have to repeat the training year to acquire the necessary skill qualifications.

3.6 Provision for Trainees in case of Low Attendance

- i. Trainees with attendance between 74% to 25 % shall attend the training again to complete the requisite attendance of the year concerned at ITI. The ITI is required to make all the suitable arrangements for conduct of classes and updating of attendance at the DGT MIS 1.0 portal for the next exam.
 - ii. Trainees with attendance below 25% should be discharged from IT Tools as well as Institution rolls by the state directorate and Institution and the trainees should seek readmission through admission process of the state/ UT.
- 3.7 Trainees should be intimated about their attendance at the end of every month so that any trainee falling short of the cumulative attendance of 75% may make it up in the subsequent months. Attendance should be uploaded on DGT MIS portal as prescribed by the DGT through Director, Accreditation & Affiliation.

3.8 Other General Provisions

- i. Candidates should have paid the prescribed examination fees in full through its' Institution to the State and through the State to the dedicated account for that exam in National Instructional Media Institute. The examination fee shall be charged once for all exams inclusive of practical, engineering drawing, and computer-based theory, employability as a collective inclusive of all the exam papers. The same shall be utilized as per the fee utilization scheme given in latter chapters.
- ii. For the purpose of complying with formative assessment regularly the COE shall arrange for capturing the formative assessment marks on identified IT tool periodically and issue instructions for the same at the start of each training year. The instructions to the formative assessment will be in line with these guidelines chapter on marking scheme and evaluation parameters
- iii. Similarly, for the ATS candidates the IT Tool will be prescribed for filling of attendance, formative grades, and other requirements for the hall ticket generations. The instructions shall be issued by the DyCoE ATS after the approval of the CoE. In case of significant changes, the approval of the Chairman SCA shall be sought.

- iv. For all eligible candidates of CTS/CITS/CoE/ATS it is mandatory to have registered on the prescribed relevant IT tool and must have generated relevant hall ticket for to appear for examination.
 - v. Trainees shall be notified through the email and phone numbers registered by them and available on IT tool.
- 3.9 In no case the Head of the Institutions shall detain eligible trainee/apprentice from appearing in the examination.
- 3.10 If the DGT or the State Government has reasons to believe that an affiliated Institution or establishments is not following these guidelines, they will resort to penalties as deemed fit.

3.11 Eligibility Criteria for Private Trainees

- i. There is a large segment of country's workforce who has acquired specific skills through years of experience working on an industry trade, and not through formal institutionalized medium of skill training such as ITIs. However, this segment though skilled, faces issues related to continuous employment, and career progression due to non-availability of a 'formal certificate' acknowledging ones skills.
- ii. DGT has made provisions for such candidates to obtain National Trade Certificate (NTC) under the CTS by means of appearing directly for AITT as a 'Private Candidate' without undergoing training under ITIs. DGT has laid down specific guidelines for administering NTC to private candidates appearing for AITT under the CTS. Subsequently 'Private Candidates' may be admitted under one of the following categories. Category wise 'eligibility criteria' for appearing as 'Private Candidate' in AITT under CTS has been listed below:

a) Category I: Ex Trainees (Successful pass-outs) of ITI

- Ex-trainees of ITI who already possess NTC in one of the trades under CTS, are eligible for applying as Private candidate for an allied trade, provided he/she fulfils all the conditions regarding educational qualification etc. prescribed for that allied trade. (Refer Annexure III for list of allied trades)
- In addition, the applicant should possess minimum of 1 year experience (as on date of submission of application) post the date of AITT result declaration in the desired allied trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local

authorities / shops covered under Factories Act 19481 and Shops and Establishments Act applicable for the concerned State.

b) Category II: 'Ex-Trainees (Successful pass-outs) and current trainees under CoE scheme

- The applicant should have the minimum prescribed entry qualification and should fulfill eligibility criteria for the desired trade under CTS, in which he/she intends to appear for AITT as Private Candidate. Mapping of CoE trades, with that of regular CTS trades is provided in Annexure IV. CoE candidates must register as 'Private Candidate' under CTS in the relevant/mapped CTS trade only.
- There should be a minimum gap of 1 year between successful completion of CoE training i.e. from the date of result declaration to the date of submission of application for 'Private Candidate' certification.
- During this gap of 1 year, the candidate must have undergone Industry training or gained experience in desired trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 19482 and Shops and Establishments Act applicable for the concerned State.

c) Category III: SCVT Candidates (admitted till August 2018 session)

- No special provisions have been made for SCVT Trainees to enroll as 'Private Candidate'. Going forward, SCVT trainees have been granted equivalence vide G.S.R 186(E) dated 2nd March 2017 for undergoing apprenticeship training under the Apprentices Act 1961 to obtain 'NAC' (Refer Annexure V).
- Only for SCVT trainees admitted till August 2018 batch, provision has been made for obtaining NTC by appearing in AITT under 'Private Candidate'. Such trainees will continue to be governed by old guidelines for 'Private Candidate' (Refer Annexure I).

d) Category IV: Other Candidates (Candidate not falling under in any of the above 3 categories, including SCVT trainees enrolled from admission session 2019 onwards)

- The applicant should have the minimum prescribed entry qualification and should fulfill eligibility criteria for the relevant trade under CTS, in which he/she desires to appear for AITT as Private Candidate.

- Applicant should be minimum 21 years of age on the date of submission of application. There is no upper age limit.
- The applicant should possess minimum of 3 years' experience (on the date of submission of application) in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.
- SCVT trainees enrolled from admission session 2019 and onwards may appear as 'Private Candidate' under this category i.e. Category IV, for obtaining NTC.

WHAT ABOUT FAILURES AND SUPPLEMENTRY???

- iii. A candidate shall pay fees and submit the application as prescribed by the CoE from time to time. Fees shall be deposited by the candidates as per the mode prescribed by CoE from time to time.

3.12 Provisions for Certain Exemption to Trainees with Disabilities as defined in the Persons With Disabilities Act, 2016

- i. Candidates with disabilities as defined in THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016 appearing for the Examination shall be permitted to use a scribe or allowed compensatory time as given below or both.
- ii. To avail the services of Scribe to visually impaired trainees for AITT examination the following procedure shall be followed: -
 - a) The trainee wishing to avail services of scribe shall submit a written application with signatures of his parents along-with the form and relevant documents given in Annexure - along with the examination application and examination fee to the Principal of the Institute.
 - b) The Principal of respective ITIs should submit an official request along with all the relevant documents mentioned above before the Principal of nodal ITI situated in the district.
 - c) The Principal of the nodal ITI will allot a scribe and issue an identity card to the scribe as below:-
 - identify a scribe from the trainees of lower years and different trade
 - receive two passport size photos of Scribe with self-declaration and no objection by the parent.

- prepare and issue an Identity Certificate containing the photo and Signature of the Scribe as per the format in Annexure –
 - inform the trainee who has sought scribe services and also the scribe
 - inform the centre superintendent with a copy of the identity card
 - furnish information to the State nodal officer/ Regional Dy/ACEO of all such trainees for whom scribe facilities has been allowed in the format given by Regional Dy/ACEO
- iii. The Centre Supervisor should undertake the following when the scribe with the trainee comes to the centre:-
- a) Trainees along with Scribe may be allowed to check the computer system/ test pieces one day in advance for familiarity. Use of own computer/laptop should not be allowed for taking examination
 - b) Trainees are allowed to use assistive device like talking calculator (in case where calculators are allowed for giving exams) or other electronic device as per guidelines issued before the examinations
 - c) arrange proper seating arrangement for the Trainees and accompanied scribe in such a way that this does not disturb to other trainees appearing for the examination. The seating arrangement per trainees and scribe should not be less than total 2.5-meter X 2.5-meter areas.
 - d) As far as possible, the examination for persons with disability should be held at the ground floor for the examination.
 - e) It is mandatory to ensure that the above guidelines are scrupulously followed while conducting examination.
- iv. Trainees with disabilities as defined in The Rights of Persons with Disabilities Act 2016 are permitted to use a scribe or allowed compensatory time as provided below:

Duration of Papers	Compensatory time/ Additional duration
For paper of 3 hours duration	60 minutes
For paper of 2½ hours duration	50 minutes
For paper of 2 hours duration	40 minutes
For paper of 1½ hours	30 minutes
For paper of 1 hours	20 minutes
For paper of 45 minute	15 minutes

- v. The additional time or compensatory time should not be less than 20 minutes per hour of examination. Furthermore, question paper shall not have image-based questions for VI trades.
- vi. Reduction in Fees for Visually Impaired & PWD students
 - a) Any reduction in exam fee shall be notified by the DGT. Where a fee is reduced, conditions for a reduction of the fee shall only be applicable only after the day of notification by DGT.
 - b) Furthermore, DGT is running few courses / trades specifically for Visually Impaired or PWD students DGT may consider revision of fee for them as per any revised PwD guidelines notified by Government of India The same shall be notified in advance to the concerned students. The change or reduction of fee shall solely be under the authority of the DGT without any consultation with states/ UTs or ITI

4 Type, Scheduling and Centres for Trade Testing

4.1 Types of Trade Testing

- i. The DGT conducts the following Assessment and Trade Tests :-

Sl. No.	Name of the Scheme / Tests	Year 2020	
		Trades	Tests
i.	All India Trade Test of Craftsmen under Craftsmen Training Scheme (CTS) under Annual System	137 + 4*	1
ii.	All India Trade Test of Craftsmen under Craftsmen Training Scheme (CTS) under Flexi MoU System	8	1
iii.	All India Trade Test of Craftsmen under Craftsmen Training Scheme (CTS) for Semester System	164	2
iv.	All India Trade Test under Craftsmen Training Scheme (CTS Dual Mode)- up to 2018 admitted trainees (16+01)	17	1
v.	All India Trade Test of Craftsmen under the scheme "Centre of Excellence (C.O.E) (BBBT &	21	2

Sl. No.	Name of the Scheme / Tests	Year 2020	
	Advance Modules)		
vi.	All India Trade Test of Apprentices under the Apprentices Act, 1961 (ATS)	261	2
vii.	All India Trade Test of Instructors under Craft Instructor Training Scheme (CITS)	34	1
viii.	Such other examinations as prescribed from time to time by the DGT i.e Advanced Vocational Training Scheme	NA	NA

4.2 Schedule of Examination

- i. DGT conducts assessment of trainings implemented through its schemes periodically and as required. Main examination is conducted at least once in a year for regular trainees as below:-

Sl. No.	Scheme	Type of Exam	Frequency in a year	Suggested Month of Exam
1.	CTS including Flexi MoU and DST	Annual Exam - Regular	1	July - August
		Annual Exam - Supplementary	1	November-December
2.	CITS	Annual Exam - Regular	1	September - October
		Annual Exam - Supplementary	1	January - February
3.	ATS	Regular	2	October / March
		Supplementary	2	March / October
4.	CoE	Regular	1	June
		Supplementary	1	November

- ii. While CTS / CITS examination is conducted once in a year, ATS is undertaken twice in a year so that Apprentices finishing their Apprenticeship can be assessed periodically without waiting for a once in a year examination. There is also a provision of supplementary examination for trainees who failed or remained absent in the main examination.
- iii. The period of commencement of the assessment indicated is only suggestive and actual dates, time and schedule shall be as determined by the DG, DGT on the advice of the Controller of the Examination . The CoE will take approval

of the Director General, DGT before issuing the date calendar. The CoE would follow the following process to fix calendar for examination:

- a) Dates and time of each examination shall be scheduled and notified at least 60 days before the commencement of examination.
 - b) For fixing the dates of examination, the nodal division responsible for training delivery through Assistant Controller of Examination (ACoE) will trigger a meeting with CoE at least 3 months in advance of the completion of training schedule i.e., Trade Certification and Affiliation Division for CTS; Instructor Training and National Skill Training Institute Division for CITS; and Industry Collaboration & Apprenticeship Division for ATS.
 - c) Normally, the yearly course duration is 42 weeks the concerned nodal division responsible for training delivery will provide information on prospective number of candidates trade wise segregated into state, district, ITI/NSTI/Establishment wise in the 26th week since the commencement of the training. The formats will be established by the CoE for this purpose.
 - d) As far as possible, the CoE will prepare a draft examination calendar by the 28th week and share it with the State Government for comments by the 30th week. It will, thereafter, hold consultation with the State Governments and any other stakeholders it feels appropriate by the 31st week. The examination schedule would be announced by the start of 32nd week of the commencement of training.
- iv. Examination date calendar shall be in a prescribed format, given in Annexure III and should be given wide publicity for information dissemination and wider outreach. It will be posted to individual trainees on their emails, all ITI/NSTI Principals, State Nodal Examination Officers and Establishments' HR. It will also be put on the website of the DGT and a press note for such declaration will be announced for wider public information.
- v. In case of certain emergencies such as natural disasters, accidents and exceptional circumstances, the examination schedule can be changed /postponed/advanced/ by giving notice to the stakeholders. The power of taking such decision would vest in the Chairman, SCA on the advice of the CoE.
- 4.3 The examination of DGT shall be held only at the centers approved by the CoE and all the examinations will be administered simultaneously at all centers as per Indian Standard Time.
- 4.4 Centre of Examination

- i. The examinations (Summative Assessments) shall be held at such centers as the CoE may designate through a 'Scheme of Centres' in consultation with the States/ Establishments. The First 'Scheme of Centres' shall be issued by the CoE after approval of the Director General, DGT, in accordance with these guidelines. Hereafter, any revision, modifications or amendment only need to be brought to the notice of the DG. The CoE shall be empowered to undertake and issue routine instructions from time to time in this regard.
- ii. The CoE would preferably, prepare an IT tool for ease of finalization of centers and adherence to the standards thereof. The centers for practical and theoretical exams may vary depending on the availability of appropriate facilities like adequate space, machinery, tools, equipment, computers, furniture, light, basic facilities such as fan, toilets water etc.
- iii. The building and furniture of the identified Institute for centres shall be placed at the disposal of the CoE for the conduct of any of its examination and for spot evaluation free of charge and the management and the Principal shall cooperate with the nodal/Dy/ACoE of the region for the conduct of exam and evaluation of scripts.
- iv. As far as practicable, no Institution shall be allowed to have the candidates appearing for an examination of the DGT at their own Institution as an examination centre, barring practical:-
 - a) In case of practical exam it would be essential to have independent team of examiner, invigilator supervisors etc.
 - b) As far as practicable, no Institution shall be allowed to have the candidates appearing for an examination of the DGT at their own Institution as an examination centre.
 - c) The distance of any exam centre preferably should be within 25 km from the trainee ITI.
 - d) Except for Single Institution Cities, trainees shall have the examination centre other than their own Institution, as far as practicable (what about practical)
 - e) In case of two or more Institutions presenting candidates for an examination in a city, the candidates shall be rotated among different centres, avoiding mutual interchange of candidates between Institutions as far as possible.
 - f) Institutions shall be fixed as examination centers in rotation after reviews and assessment, as far as possible

v. The list of Trade Testing Centers for each type of exam shall be finalized by the Dy/ACoE at the regional level; in consultation with the State Department and informed to CoE. While finalizing the examination centres the availability of bank/treasury facilities for the safe custody of question paper shall also be taken into consideration.

vi. For the purpose of the examination the examination centers, cities will be classified as single or multiple institution cities. The suggested examination centers are as follows:

Sl. No.	Scheme	Type of Exam	Centre for Practical Exam	Centre for Engineering Drawing	Centre for other Theory Exam
5.	CTS including Flexi MoU and DST	Annual Exam - Regular	Affiliated ITI	Government ITI or select private ITI with at least 8 units; AND At least 5 years of operations AND Grade above 2.0*	Government ITI or select ITI with at least 8 units; AND At least 5 years of operations; AND Grade above 2.0* OR Any enlisted private IT/ computer centre by CoE
		Annual Exam - Supplementary	Nodal ITI . IN case of large numbers any other Government ITI or in case of unavailability of the same, a select private ITI with at least 8 units and at least 5 years of operations and grade above 2.0*		
6.	CITS	Annual Exam - Regular	National Skill Training Institute or Affiliated IToT		NSTI OR Government IToT OR a prescribed computer

Sl. No.	Scheme	Type of Exam	Centre for Practical Exam	Centre for Engineering Drawing	Centre for other Theory Exam
					centre by CoE
7.	ATS	Regular	Establishment	Nodal ITI	Government ITI or Select ITI with at least 8 units and at least 5 years of operations and grade above 2.0* and any enlisted private IT/ computer centre by CoE
		Supplementary	Nodal ITI . IN case of large numbers any other Government ITI or in case of unavailability of the same, a select private ITI with at least 8 units and at least 5 years of operations and grade above 2.0*		
8.	CoE	Regular			
		Supplementary			

vii. The exceptional changes in the examination centres can be undertaken only after following a due diligence by the Dy/ACoE at the regional level in consultation with the state government. Any such deviations and changes have to be brought to the notice of the COE immediately. The instances of changes are as follows:

- The ITIs affiliated in trades introduced under CTS during the last 5-year period;
- Trades which are unique in districts are exempted from the above clause and could be made Trade Testing Centre as per alternatives available

viii. In exceptional circumstances may enlist a Trade Testing Centre as an examination centre in an Institute having less than 8 units, provided it has all other requisite infrastructural facilities.

ix. Any deviation for ITIs having less than 8 units and grade below 2.0: - Engineering Drawing may be conducted in an affiliated ITI having a minimum

capacity of 8 units and grade above 2.0, provided it has all other requisite infrastructural facilities and which is located preferably, within a distance of 50

- x. the theoretical test may be conducted after grouping different small and low-grade ITIs in a suitable ITI or a relevant enlisted Testing Centre provided it has all other requisite infrastructural facilities and which is located preferably, within a distance of 50 km.
- xi. The State Directors, in-charge of Craftsmen Training should ensure that the Trade Testing Centers enlisted by them have all the requisite facilities in terms of tools, equipment and machinery for conducting the practical tests. They should also depute a responsible officer to visit these centres prior to the commencement of all India Trade Test to ensure that the required number of machines/ computers/equipment are in order at these centres. The institutes where the required number of machines/ computers/equipment are not available or not in working condition should not be selected as Trade Test Centres.
- xii. Similarly, for the purpose of ATS, the Establishment or nodal ITI of that district may be selected as a centre and towards those detailed instructions will be issued by the CoE through its' Deputy/Assistant CoE of ATS.
- xiii. In case of exceptional circumstances, keeping in mind practical consideration of distances and availability of transport, the CoE may seek relaxation from the Chairman, SCA on the proposal of the State Government.

4.5 CHANGE IN EXAMINATION CENTRES

- i. No candidate shall be allowed to appear from an examination centre to which he/she has not been allotted.
- ii. The Chairman may allow change of an examination centre from one city to another if the trainee has joined an Institution in another city, provided that an application is made in writing and is duly forwarded by the Head of the Institution to which a candidate has been admitted
- iii. The change of an examination centre from one city to another may be allowed to the candidate by the Chairman only in case of transfer/migration of his/her parents. No change of centre shall, however, be allowed within one month of the commencement of examinations.
- iv. A candidate who has appeared at an examination centre not allotted to him without prior approval of the _____, shall forfeit his eligibility for examination

and the _____ has the right to declare him as 'Not Eligible' for the concerned examination.

v. A candidate appearing for the first chance compartmental examination shall appear from a centre in the same Region from where he/she had appeared at the main examination. However, in case of transfer of the parent from one place to another, the Chairman may allow change of centre subject to fulfilment of the following:

vi. the parent produces a valid documentary evidence of his/her transfer from one place to another;

- a) that the request for change of centre is received one week before the date of commencement of the examination of the year; and
- b) that the change of centre will be considered only subject to availability of question papers at the requested place of centre.

4.6 The CoE along with the State Director will ensure that supervision and invigilation is kept independent of the Institute staff and faculty. Further, each Exam Centre must have at least one Enlisted Supervisor over 100 trainees at the time of the Test.

5 Appointment and Roles & Responsibilities for Conduct of Examination

5.1 Supervision for any examination is necessary to ensure that all the examinations are being conducted in accordance to the guidelines prescribed by the authority. The purpose of appointing key examination officials is to ensure that all the candidates are under active surveillance for every moment of the examination. The key officials at the stage of the conduct of examinations are :-

- i. Supervisors;
- ii. Deputy Superintendents;
- iii. Invigilators;
- iv. Examiner;
- v. Clerical Assistance;
- vi. Observers/ Inspectors and Flying Squads

5.2 Norms for Appointment of Supervisors

- i. There will be a center supervisor for all the exam centers including for those practical, engineering drawing and other papers through CBT.

ii. The Principal or Vice Principal or Lecturer(Colleges)/ Deputy General Manager of an Institution/Establishment or Industry shall be appointed as the Supervisor of an examination center provided following conditions are fulfilled:-

- a) the trainees from his institution/establishment should not be appearing at that Centre.
- b) his ward/near relative is appearing should not be appearing at that Centre.
- c) supervisor shall be either from the government institution/establishment and equipped with IT knowledge. In extreme circumstances principals of reputed private ITI with grading above 2.5/ private industry (apprenticeship) may be considered.
- d) he should undertake a training to get well versed with examination processes.

iii. A declaration to this effect may be sought for that. In case of shortage of Supervisors, assistance from the technical or education department may be sought to provide supervisors on loan for the currency of exam.

iv. The Supervisor shall be primarily responsible for the following:-

- a) to ensure proper, free and fair conduct of examination in accordance with the Scheme of Examination and Instructions issued by the COE.
- b) to receive exam id and exam code from COE at least 1.5 hrs before the commencement of exam which shall be kept confidential.
- c) to provide the exam codes at least 01 hrs prior to the examination to the examination center officials.
- d) to be present throughout the duration of the examination and after conduct of examination fulfill all obligations pertaining to reporting of data in the manner as prescribed by the CoE.
- e) Supervisor shall register themselves on designated tool or otherwise as communicated by CoE for proper communication regarding the conduct of examination.
- f) He shall ensure and prepare a seating plan allotting seats to candidates and exhibit it in the examination hall. The seating arrangements shall be so arranged that no two trainees of the same trade sit side by side.
- g) Receive bill of material and arrange for the material for the practical exams well in advance

v. A supervisor shall face such disciplinary action, as may be decided by the DG, DGT, which may include disciplinary action through departmental agencies or a legal action by the DGT who:-

- a) Leaves an examination centre without prior permission of the Dy COE and proper arrangement;
- b) Misuses his/her position; or
- c) Engages him/herself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations

5.3 Norms for Appointment of Deputy Superintendents

i. There will be a Deputy Superintendent for each exam centers supporting the Center Supervisor and directly under the Supervisor.

ii. The Vice Principal or the senior-most faculty/Supervisory staff of an Institution/Establishment or Industry shall be appointed as the Deputy Superintendent from the Institution where the examination centre is located provided his trainees are not appearing in that centre

iii. The Deputy Superintendent shall be primarily responsible for the following:-

- a) to support the Centre Supervisors in the conduct of examination
- b) to manage the logistics such as furniture, electrical supply, generators, raw materials, internet, drinking water, notices and signages at appropriate places;
- c) to be present throughout the duration of the examination and after conduct of examination fulfill all obligations pertaining to reporting of data in the manner as prescribed by the CoE.
- d) Deputy Superintendent shall be registered by Supervisors on designated tool

iv. The Deputy Superintendent for each exam shall be appointed by the the State nodal officer and Regional DyCoE for the entire duration of examination in that centre.

v. In case of complaint(s) against the Deputy Superintendent, where in the opinion of the Centre Superintendent, immediate action has to be taken against him/her, the Centre Superintendent shall have the powers to relieve him/her of his/her responsibilities and entrust the work to another suitable trainer/supervisor. A report of such action, along with circumstances that forced such an action, shall be made to the Dy/ACoE and nodal officer immediately in writing and also by telephone, fax, e-mail etc

- vi. The Deputy Superintendent shall be paid remuneration as decided by the SCA. The remuneration shall be paid directly into the bank account of the supervisor by the COE on the basis of pre-receipts/ declarations.
- vii. No official shall be appointed as Deputy Superintendent from the Institution whose candidates are appearing at the examination center

5.4 Norms for Appointment of Invigilator

- viii. Appointment of the invigilator for each examination centre shall be made by the Dy/ACoE in consultation with the State Directorate. He should follow these principles:-
 - a) enlist all government faculty and faculty of Institutes with the grading above 2.5 grades.
 - b) From these he shall mark out those who have been earmarked for being an examiner on that day
 - c) From the remaining he shall randomize and appoint one invigilator per 20 trainees for a given exam day, thus having multiple invigilators for each exam. While randomizing care shall be taken not to appoint people beyond 50 kms and outside the district.
- ix. Invigilator shall register themselves on NCVT MIS portal or any designated place as communicated by DGT for proper communication regarding the conduct of examination.
- x. The Invigilator shall be primarily responsible for the following: -
 - a) to take attendance and verify the authenticity of the trainee.
 - b) shall assist the trainee before, during and after the examination by directing them to their allotted seats and attend to queries raised by the trainees.
 - c) shall ensure that all examination rules and regulations are followed and remain vigilant throughout the duration of the examination.
 - d) shall capture the attendance during the examination for the students on the mobile application or any other medium as decided by DGT within 30 minutes of the commencement of the examination.
 - e) Invigilator shall monitor the candidates after completion of examination of exams and ensure that the candidate doesn't remove equipment or stationery from the examination venue without permission of the authority.

- f) Invigilator shall ensure that candidates do not discuss amongst themselves inside the examination venue
- g) It shall be the responsibility of the invigilator to report any irregularities or malpractices by the candidates during the course of the examination.
- xi. Persons other than trainers & faculty possessing equivalent qualifications (minimum graduation) may also be detailed as Invigilator in case the adequate number of teachers are not available. However, the appointment of such persons to act as Invigilator be restricted to the minimum and complete details in such cases shall be furnished to the COE.
- xii. The Centre Superintendent shall see that the instructions to invigilators are duly noted and observed by them. He shall deploy them to the respective rooms or workshops and while assigning them tasks shall take care of the following: -
 - a) he should try to give them trades different from there area except for practical.
 - b) in case of practical invigilators shall duly support examiners and elicit support of workshop attendant for any machine related issues.
 - c) One Invigilator for every 20 candidates or a part in the hall or big rooms, or two for each room having 40 or less candidates, are to be provided.
 - d) Care should be taken not to keep the same Invigilator in the same room or the same part of the examination hall every day/session.
 - e) the allotment of rooms, therefore, be changed every day/session and it should be done without any previous notice to this effect to the concerned invigilators.
 - f) the names of the Assistant Superintendents put in different rooms for various papers should be shown on the seating plan while sending information to the DyCoE and nodal ITI.
- xiii. An undertaking to the effect that no near relation(s) or any other trainee(s) who has/have been receiving private coaching from him, is/ are appearing in the examination at the centre, shall be obtained from each Invigilator.
- xiv. An Invigilator who engages himself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under the rules of _____.
- xv. The remuneration to invigilator shall be INR 250 per day this shall be paid by the TT Cell directly into the bank account of the supervisor.

5.5 Appointment of Observer

- i. The CoE would appoint centre observer at least covering one center of each state during the test. The appointment letter / deputation letter has to be issued to observer by CoE specifying the schedule of examination and list of exams centre.
- ii. The observer should keep the copy of the letter issued and a photo id proof while reporting at exam center.
 - a) He should report to Supervisor at exam centre at least 01 hour prior to commencement of examination.
 - b) He should be available for full time of examination if deputed for single exam centre.
 - c) He should submit detail report of day-to-day activity of examination along with video recording of the examination to the Controller of Examination.
- iii. In case some major deviations from the prescribed norms in conducting the examinations are brought to the notice of authorities' stringent action will be taken by DGT/ State Directorate and may lead to debarment of test center, or cancellation of concerned trade test leading to candidates re-appearing in subsequent AITT exam or both.
- iv. The remuneration to observer shall be paid by the TT Cell directly into the bank account of the observer.

5.6 Appointment of Flying Squad

- i. The State Director would constitute a flying squad consisting of senior officers (at least two) 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.
- ii. The flying squad shall at least visit and check minimum 5 examination centres and should submit the report the same day in the prescribed form.
- iii. The appointment letter / formation of flying squad consisting of senior officers (at-least 2) has to be issued by State Directorates / DGT specifying the schedule of examination and zone of visit.
- iv. The District Magistrate may also be requested to keep an eye and observance of basic sanctity of the examination by the DG, through the Chief Secretary.
- v. The flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.

- vi. 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.
- vii. The remuneration to flying squad shall be INR 000(To be decided) (from miscellaneous expenses) per day paid by the TT Cell directly into the bank account of the flying squad members.

6 RULES FOR UNFAIR MEANS CASES –

6.1 Category of Unfair Means and Penalties thereof

- i. There are acts before, during and after examination that are categorized as unfair means (UFM). These acts will attract penalties of varying nature as categorized below: -

UNFAIR MEANS	Penalty
Prior To Examination	
tampering with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to him/her by the other boards/councils/institutions/establishments for securing admission or continuing in training	His/her admission to the training/ examination would be canceled
trainee makes a false statement or provide false document including fabricated photo for admit card/information for securing admission to the examination or otherwise;	<p>In case where a trainee candidate has not yet appeared at the examination, his form of application shall be rejected and fee paid forfeited.</p> <p>If he has completed his examination, examination shall be cancelled and the result of the trainee shall not be declared .</p>
During Examination	

<p>During the course of examination, a candidate is found indulging in any of the following</p> <ul style="list-style-type: none"> ➤ forceful entry/exit in/from Examination Centre/Hall. ➤ Erasing or obliterating any information on the information on the answer sheet ➤ providing wrong information on the answer sheet ➤ writes or puts in symbols that will make his identity known to the examiner ➤ Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers; ➤ Using material/equipment for testing other than those issued by the Centre Superintendent; ➤ erasing or obliterating any information printed on the ANSWER BOOK(S) , Tearing of any page of the answer book or supplementary answer book etc.; ➤ Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time at the examination centre; ➤ Communicating with another candidate or the invigilator directly or indirectly; ➤ Breaching examination rules or any 	<p>Candidate's current examination in the subject in which he/she has been found in possession of unfair means materials shall be cancelled. Warning may be issued. However, He/She may be allowed to take the examination in that subject in the Compartment examination to be held in the same year, if he/ she is otherwise eligible.</p> <p>Benefit of doubt shall be given to such candidate against whom no evidence is available to testify to the foul intents on his/her part.</p>
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	direction issued by DGT from time to time, in connection with the conduct of EXAMINATIONS	
	<ul style="list-style-type: none"> ➤ The candidate had copying material (hard copy or soft copy including electronic devices) in his/ her possession but did not use it. The Invigilator/Examiner report testifies it; ➤ Paying/placing someone else to write examination (Impersonation). 	Allegation admitted/denied by the candidate but report of the Centre Superintendent/Assistant Superintendent and other documentary evidence available
	<ul style="list-style-type: none"> ➤ A candidate found guilty of using obscene/derogatory language in the answer book as reported by the Head Examiner or Examiner. 	<p>The candidate along with his/her parents shall be directed to appear before the UFM Committee and proper counselling shall be given to such candidate so that he/she abstains from using such language in the answer book in future examinations. If such a candidate encloses any currency note along with the answer book, the amount shall be forfeited and deposited in _____ account.</p> <ul style="list-style-type: none"> ➤ Compartment Examination (held in _____ same year) ➤ 1st chance Comptt. - 1st chance Compartmental Examination cancelled and he/she shall have to take the 2nd/3rd chance in _____/_____ next

		<p>year.</p> <p>3rd chance Comptt. - 3rd chance Compartmental Examination cancelled and he/she shall be declared as FAIL</p>
After Examination		
	<ul style="list-style-type: none"> ➤ Taking away the answer book out of the examination hall/room/centre ➤ smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof ➤ uses abusive language/threatens the staff on duty/indulges in violence at the time of examination or thereafter 	<p>Current as well as the examination of next three years shall be cancelled. He/She will have to take the examination in full subjects thereafter.</p>
	<ul style="list-style-type: none"> ➤ uploading/ sharing any examination related material, correct or wrong, on social media ➤ approaching any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations ➤ taking legal course or any other means to influence authority for gaining advantage in their favour, by providing false information. 	<p>Allegation admitted/ denied by the candidate but report of the Centre Superintendent/ Assistant Superintendent and other documentary evidence available</p>
	<p>derogatory remarks in the answer book shall be treated as use of unfair means</p>	<p>. The trainee may be disqualified from sitting in the examination in that year by the Director, TT Cell, DGT and for any other punishment a committee consisting of State Controller of</p>

	<p>Examination, Supervisor and two senior staff members preferably of Grade A or B shall conduct an enquiry and recommend the amount of punishment including barring the student in appearing for examination for up to a period of maximum one year. The trainee may be given an opportunity for explaining his/her conduct before the final decision of awarding the punishment is taken by the concerned authority. The State/UT director or Director TT Cell, DGT will have the authority to give a final decision in the matter</p>
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Procedure for treating and reporting of use of Unfair means in Examinations

- i. A candidate/ candidates found guilty of any of the unfair means mentioned in these guidelines:-
 - a) May be disqualified by the DyCoE from the examination in that year (i.e. his/her examination for that year may be cancelled);
 - b) May further be debarred by the CoE from appearing at any examination of the DGT for a period which may extend upto five years; and
 - c) In serious cases, may permanently be debarred by the DG,DGT from taking any examination of the DGT.

- d) DGT may cancel the document in question and may even cancel his result, if it deems so necessary.
- e) A candidate shall be deemed to have used unfair means if discloses his/her identity to the examiner. and his/her result shall not be declared and in addition he shall be liable to be punished under the rules
- f) The results of all candidates who have been reported to have used unfair means in an examination, by an Assistant Superintendent, Deputy Superintendent, Centre Superintendent, Members of Mobile inspecting parties, Surprise Inspectors, Observers or Examiners/Head Examiners, shall be declared as 'UNFAIRMEANS (U.F.M.)'.

6.2 Identification and Reporting of Unfair Means Cases

- i. a candidate, during the course of examination, has been found using or attempting to use unfair means, invigilator shall take possession of the answer book of the candidate alongwith the paper(s) or other material(s) found with him, if any, and provide the candidate with a second answer book immediately.
- ii. the candidate shall neither be expelled from the examination centre in that paper nor in the remaining papers of that examination
- iii. The Centre Superintendent shall record on the first answer book, the time when it was taken from the candidate and on the second answer book the time of its issue. While issuing second answer book to the candidate, Centre Superintendent shall to seek explanation from the candidate in regard to the allegation against him. If the candidate refuses to give an explanatory statement, the fact of refusal should be recorded by two Invigilators on duty at the time of the occurrence and attested by the Centre Superintendent.
- iv. Centre Superintendent will forward to the Dy CoE, in a separate envelope provided for the purpose, duly sealed, the two answer books used by the candidate along with the explanation of the candidate or the attested statement of refusal, the statement(s) of the Invigilator and his own note on the case for further action by the Dy CoE.
- v. The candidates who are booked under Unfair Means cases in any of the subject(s) and issued another answer sheet in that subject be advised by the Centre Superintendent not to repeat the answers to the questions which have already been answered on the first answer sheet.

- vi. The statement of the Assistant Superintendent/Centre Superintendent/ Observer/ who detects unfair means material in the possession of a candidate shall cover:
 - a) Name of candidate and roll number
 - b) Date of exams
 - c) Subject of exams
 - d) Time when the material was detected
 - e) Nature of material/unfair means detected
 - f) How it was detected
 - g) Signature of the person who detected unfair means material
 - h) Counter signature of the Centre Superintendent on each paper
- vii. In respect of the cases detected by the outside Inspector/Observers appointed by the CoE the Centre Superintendent should forward the same with his report to the CoE after giving an opportunity to the candidate concerned to explain his conduct.
- viii. All cases of unfair means must also be reported to local police for taking appropriate action under the laws of the land. The complaint/ report should be sent to the local police in the prescribed format.
- ix. In case a candidate has smuggled out the Answer Sheet, the Centre Superintendent should call for the student directly or through any source and try to procure the Answer Sheet. If the efforts fail, the matter should be reported to the police and a copy of the FIR be sent to the office of the CoE_ alongwith the statement of the Assistant Superintendents present in the room and also of the candidate. The statement of the Peon/Police constable etc., if any, should also be forwarded. The statement should contain:
 - a) Time of incident.
 - b) Details of the case as to how the candidate took away the Answer Sheet,
 - c) Efforts made to recover the Answer Sheet alongwith the Question Paper.
- x. In case of impersonation, the Centre Superintendent should send to the CoEoffice, statement of the person found to be impersonating, statements of Assistant Superintendents and statement of the real candidate, if possible. The Centre Superintendent shall also report the matter to the Police.
- xi. In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary. Statement(s) of the Assistant Superintendent(s) and that of

the Peon/policemen concerned may be obtained and sent to the office of the _____ for further action.

- xii. If a trainee is found guilty of communicating or attempting to communicate either directly or indirectly with an examiner or any other person connected with the examination with the object of influencing him/her in any way, he/she shall be deemed to have used unfair means and shall be liable to punishment under the rules.
- xiii. Use of abusive language or making sealed cover for further action.
- xiv. If any Examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she should mark the relevant portion(s) of the answer(s) and send the case immediately, along with his/her report on the same, to his Head Examiner. The Head Examiner will scrutinize the case and forward it along with his own remarks, in a sealed cover, to the Controller of Examinations of the _____ for necessary action by the _____.

If such a case comes to the notice of the Head Examiner himself, he should also mark the relevant portion(s) in the answer(s) and forward the same immediately, to the Controller of Examinations of the _____ alongwith his remarks.

Disposal of Unfair Means Cases

- I. All cases of 'Unfair Means (UFM)' shall be decided within a reasonable timeframe after the declaration of results.
- II. All cases of 'Unfair Means (UFM)' shall be reported to Result Review Committee and the result of such candidates shall be disposed of in a manner and as recommended by Result Review Committee of DGT.
- III. Before any penalty is imposed, under any of the provisions of these guidelines, on a candidate reported to have used unfair means, he/she shall be given an opportunity for explaining his/her conduct to the Unfair Means Disciplinary Committee. He/she shall be required to appear personally or through video conference to explain his/her conduct for consideration. In case he/she does not avail himself/herself of the opportunity by the given date, ex-parte decision taken by the Unfair Means Disciplinary Committee shall be final.
- IV. If DGT is satisfied that the use of Unfair means in a paper or papers has been widespread at a centre, DGT has the right to cancel the result of all the candidates of that centre, in paper or papers concerned or even the entire examination at the centre, if several papers are involved.

- V. The names of the candidates, who are punished under the above rules, shall be communicated to all the ITIs/NSTIs affiliated to the DGT and to various State Governments as well as to the different Public Service Commissions in the country.

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7 Scheme of Examination

7.1 General Conditions

- i. The Scheme of Examinations and Pass Criteria for each trade examinations conducted by the DGT, shall be as laid down from time to time by CoE on the approval of the DG, DGT and also the SCA.
- ii. The CoE shall conduct the external examinations preferably, within 2 weeks of the completion of training duration for CTS/CITS and 6 months for ATS;
- iii. The assessment will be based on the examination and following: -
 - a) syllabi as prescribed by the SCCN for the respective trades from time to time.
 - b) The number of papers, duration of examination and marks for each trade paper will be as specified by the SCCN
 - c) Chairman, Apex Committee shall be empowered to relax and modify the marking scheme in case of expedient situations such as pandemic, natural disaster etc
 - d) The assessments shall have both features i.e formative and summative assessment.
- iv. The summative assessment will have practical, pen&paper; and/or computer based testing
- v. The Examination would be conducted in theory as well as in practical, depending upon the nature of the subject(s) and the marks/grades allotted shall be as prescribed in the curriculum.
- vi. The formative assessment for subjects of internal assessment shall be based on cumulative record of the candidate during his/her continuous assessment in the Institution
 - a) Institutions are expected to maintain regular records of trainee's achievement and progress.
 - b) These records are subject to scrutiny by the DG,DGT when it deems fit
- vii. Marks/grades shall be awarded for individual subjects and the aggregate marks shall not be given.

7.2 Approach for Formative Assessment for Testing

- i. It is a progress record for internal assessments conducted by the trainer/supervisor for assessing trainees/ trainers/ apprentices' day-to-day

learnings based on workshop performance, assignment, and projects from the date of admission to the institutes/center / establishment.

- ii. The assessment will be done once in a month by the trainer under the basic guidelines as follows: -
 - a) in months I, II, IV, V, VII, VIII, and X it will be based on projects and assignment by the Instructors,
 - b) those in months III, VI and IX will be based on internal testing by the Institute.
 - c) both monthly and quarterly assessment will be undertaken during 28th to 30th of each month for the trainees.
 - d) for the purpose of uniformity within the State, the State nodal officers may take out detailed guidelines in consultation with the Deputy CoE of the State but within the overall framework provided by the CoE, DGT.
 - e) it shall be done by the trainer for every learning outcome as specified in the qualification
 - f) trainer shall maintain a portfolio of evidence (trainee portfolio) for every trainee
 - g) the progress card maintained for each trainee shall be as given in the **annexure -IIIIII**
 - h) **It will be for 200 marks for all CTS/CITS/ATS exams**
 - c) The candidates must be explained about formative assessment when they get admitted.
- iii. The CoE in due course should prepare an IT tool for capturing formative assessment
 - a) It will capture the progress and trainee profiles.
 - b) It will over time, feed automatically into the exam eligibility.
 - c) Even attendance can be captured through this digital application tool.
- iv. The COE will also undertake an exhaustive training programme for filling formative assessments and keeping an oversight on it.
 - a) train the select Nodal ITIs and State Nodal Officers and Dy COE of that region.
 - b) Further the State Nodal ITI and DyCoE will train the principals of ITI, instructors under their jurisdiction for formative assessments.
 - c) Similar activity will be undertaken for the CITS. and ATS with the establishments and NSTIs

7.3 'Summative' Assessment

- i. Each of the certification shall be through a testing done as detailed summative manner for each of the trades, theoretical, practical papers including oral portion to be undertaken by the CoE, DGT as indicated below:

S. No.	Scheme	Subjects
1.	CTS	Trade Practical
		Engineering Drawing (For Engineering Trades only)
		Trade Theory
		Workshop Calculation & Science
		Employability Skills
2.	CITS	Trade Practical
		Engineering Drawing (For Engineering Trades only)
		Training Methodology (Lesson & Demo)
		Vocational Science & Calculation (Practical)
		Soft Skills & English Communication (Practical)
		Trade Theory
		Vocational Science & Calculation (Theory)
		Workshop Calculation & Science
		Soft Skills & English Communication (Theory)
		Training Methodology (Theory)
3.	ATS	Trade Practical
		Trade Theory
		Workshop Calculation & Science
		Employability Skills

- ii. Summative Assessments shall be scheduled and conducted at the end of the training period at the examination center in the manner fixed by CoE and as discussed in chapter 4. of the guidelines.
- iii. The question papers and marking scheme for each paper shall be prepared by the CoE with regard to all the confidentiality and in consonance with the learning outcomes
- iv. The examiners and evaluators directions also shall be prepared by CoE and on the basis of his instruction they shall be appointed by the Dy/ACoE.
- v. The practical examination, the one with the highest maximum marks shall be applied by the examiners appointed by the Dy/ACoE in such manner as is prescribed by the CoE through instructions and these guidelines periodically.
- vi. The Engineering Drawing will be a pan and paper testing and will require to test understanding of drawing skills of the trainee

- vii. The other subjects Trade Theory, Employability Skills, Workshop/ Vocational Science & Calculation, Training Methodology etc will be in the form of a written test or by the means of Computer based Examination and for which multiple-choice question format will be preferred as per the The CBT examinations will be done through a third party as far as possible so that independence of the assessment is maintained.
 - viii. The examiners / assessors will be specifically trained for the above purpose by the CoE regularly. Further, Moderators and Supervisors will be assigned to undertake random checks for ensuring oversight and quality of examination as well as evaluation.
 - ix. The assessment of papers in summative assessment papers shall be in numerical scores
- 7.4 Before each annual examination, the COE will issue a detailed instruction of each exam scheme giving details of each exam components at the start of the academic training cycle, so that trainees can prepare themselves for the assessments.
- 7.5 IN case of Practical Examinations the following guiding principles shall be followed:-
- i. The question paper shall remain as conventional / subjective type
 - ii. It will be for 6 to 8 hours and shall be for 250 marks.
 - iii. It shall be provided by the CoE who may allow usage of software simulators and training kit related to the trades to reduce expenditure on consumables.
 - iv. For typing speed test, typing test software should be used and mechanical typewriters must be discontinued.
 - v. The required test piece, shall be stamped or punched with the corresponding roll number by the Invigilator concerned before submitting the test piece to the examiner.
 - vi. Before starting the work, each trainee will be given a test piece (except in a trade where this is not possible) bearing the roll number allotted to him/her. No second test piece or components will be supplied by the Examiners unless it has been proved to their satisfaction that the particular test piece could not be worked on due to some inherent defect in it, or due to circumstances beyond his control.

Bill of Material (most popular trades) would be provided by COE to the Centre Supervisors at least 2 weeks before commencement of Practical exam to enable them to procure raw material well before the exam.

- vii. Mostly, these will be self centres with the supervisor and examiners as external persons for independence.

7.6 IN case of Engineering Drawing following shall be followed:-

- i. Question papers for Engineering Drawing examination (1st year and 2nd year) for popular trades will be provided by the DGT, whereas, for the remaining trades, State /UT/NSTI shall prepare the question papers and provide it to the institute (ITIs/NSTIs). However, in due course of time all the question papers shall be sent by DGT.

- 3.1.1 Under CTS scheme for first year of Engineering Drawing, there will be a common paper for all trades. Whereas for second year, ED question paper will be based on three pre-defined groups i.e. Mechanical (Group 1), Electrical, Electronics & IT (Group 2) and Vessel Navigator (Group 3) for all Engineering Trades based on entry qualification of 8th pass and 10th pass (duration of trades 2 years). Details of Groups are as follows:

Categorization of ED Question paper of second year trades		
Group1	Mechanical	Fitter, Turner, Machinist, Machinist grinder, Mechanic machine tool maintenance, Operator advance machine tool, Mechanic motor vehicle, Mechanic agriculture machinery, Mechanic ref. & A.C, Central air conditioning plant, Mechanic mining machinery, Tool & die maker (Dies & Moulds), Tool & die maker (press tools, jigs & fixtures), Marine fitter, Aeronautical structure, Spinning technician, Textile wet processing technician, Weaving technician, Textile mechatronics, Painter general, Mechanic maintenance (chemical plant), Refractory technician
Group2	Electrical, Electronics & IT	Electroplater, Lift & accelerator mechanic, Electrician, Medical electronics, Technician mechatronics, Wireman, Electrician power distribution, Instrument

Categorization of ED Question paper of second year trades		
		mechanic, Technician power electronics system, Electronics mechanic, Mechanic consumer electronics appliances, Instrument mechanic (chemical plant), Attendant operator (chemical plant), Laboratory attendant (chemical plant), Information & communication technology system maintenance, Information technology
Group3	Vessel Navigator	Vessel Navigator

3.1.2 Exam center for Engineering Drawing exam shall be fixed by the State directorate in consultation with COE, DGT and if required they may select any Government affiliated school/ college in addition to the ITIs for this purpose. The process for selection of exam centres shall be followed as follows:

- ✓ Engineering Drawing Paper will have subjective type questions.
- ✓ All the exam centers selected for engineering drawing exams should have proper arrangement for seating with tables for writing.
- ✓ All exam centres should be equipped with internet connectivity, computer systems for accessing emails, heavy duty photocopier machine for multiplication of question papers and stand-by power back-up for use during power cut.
- ✓ The basic amenities including separate toilet for boys and girls and drinking water should be available.
- ✓ The guidelines for conducting examination for visually impaired (VI) and Specially abled trainees has been detailed out in **Annex -VII**
- ✓ Controller of Examination, DGT will be responsible for providing question paper to all states / UTs for Practical and Engineering Drawing subjects.
- ✓ In case of CITS scheme, exam center for ED exam shall be fixed by the NSTIs/ITOT in consultation with Controller of Examination, DGT and if required they may select any government affiliated school/college in addition to the ITIs for this purpose
- ✓ For CITS scheme, ITOT will appoint external examiners / trade experts for ED and practical from local industries / engineering institutes/ Polytechnics / B. Ed. Colleges

4 Theoretical Examinations

8.1 Theoretical examinations will be conducted through computer based testing (CBT) for ES, WCS and TT based on category of trades i.e. for Non engineering, CBT will be conducted for ES and TT, whereas for engineering trades, CBT will be conducted for ES, TT and WCS. The Theoretical examinations are conducted in 13 different languages namely English, Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telegu and Urdu.

8.2 Exam will consist of Multiple-Choice Question with 50 /25 questions and each question shall carry 2 marks.

8.3 Duration of the Exam shall be 2 hours for 50 Questions or 1 hour for 25 Questions

Trade	Year	No. of Questions	Marks	Time duration
Trade Theory	1st Year / 2nd Year	50	100	2 Hours
WCS+ ES	1st Year Engg.	25 + 25	100	2 Hours
ES	1st Year	25	50	1 Hours
WCS	2nd Year Engg.	25	50	1 Hours

8.4 The whole examination i.e. Theory will be conducted in one go without any breaks. Similarly, ES and WCS will be conducted in one go without any breaks in between.

8.5 For the subject of Workshop Calculation & Science in first/second year duration of the engineering trades, there will be a common paper (year wise) based on entry qualification 8th pass and 10th pass for both duration of trades 1 and 2 years.

9 Marking Pattern for Engineering and Non- Engineering Trades

9.1 The marking pattern of examination for Engineering and Non-engineering trades varies due to different subject composition in pre-defined syllabus in annual system of one and two-year trades. The subject composition and marking pattern of all the subjects of one-year trade for Engineering and Non-engineering trades, matches with the first year of two-year trades of Engineering and Non engineering trades except Draughtsman group. However, the marking pattern of final year of two- year trades are different for Engineering and Non-engineering trades. The detailed breakup of marking pattern and pass percentage for one- and two-year trades for Engineering and Non-Engineering trades are mentioned below in different sections:

9.2 Marking Pattern for Engineering Trades

9.2.1 The marking pattern for engineering trades consisting of Practical, ED and Theoretical examinations for CTS scheme is placed below:

S I. N o. .	Pa per No.	Subject	Tota l Mar ks	No. of Que stio ns	Dura tion	Mo de	Responsib ility
1	Pa per -I	Trade Theory	100	50	2 hrs.	CB T	DGT
		Employ ability Skills	50	25	1 hr.	CB T	
		Worksh op Calculat ion Science	50	25	1 hr.	CB T	
2	-	Formati ve Assess ment	200	--	--	Off lin e	State/ UT Directorat e/NSTI
3	Pa per -II	Engine ering Drawin g	50	Sub jecti ve Typ e	3 hrs.	Off lin e	
		Practica l	250	Sub jecti	6-8 hrs.	Off lin	

Sl. No.	Paper No.	Subject	Total Marks	No. of Questions	Duration	Mode	Responsibility
				ve Type		e	
	Total		700				

- The passing percentage for theoretical under annual system is 33% and 40% under semester system.
- Provision to assign grace marks shall remain with DGT.
- The passing percentage for formative and practical assessments is 60%

9.2.2 The marking pattern for engineering trades consisting of Practical, ED and theoretical examinations for CITS scheme is placed below:

Mark Sheet (Sample for Engg. group of trades)			
Sl. No.	Name of Subject	Maximum Marks	Minimum Passing Marks
1	Trade Theory (Professional Knowledge)	100	40
2	Trade Practical (Professional Skill)	200	120
3	Training Methodology (Professional Knowledge)	100	40
4	Training Methodology (Professional Skill)	200	120
5	Soft Skills (Professional Knowledge)	50	20
6	Soft Skills (Professional Skill)	50	30
7	Formative Assessment/ Session Marks	200	120
	Total	900	

9.3 Marking Pattern for Non-engineering Trades

9.3.1 The marking pattern for non-engineering trades consisting of Practical, ED and theoretical examinations for CTS scheme is placed below:

S l. No.	Pa per No.	Subject	To tal Ma rks	No. of Quest ions	Dura tion	Mo de	Responsi bility
1	Pa per -I	Trade Theory	10 0	50	2 hrs.	CB T	DGT
		Employ ability Skills	50	25	1 hr.	CB T	
2	-	Formati ve Assess ment	20 0	--	--	Off lin e	State/ UT Directorat e/NSTI
3	Pa per -II	Practica l	25 0	Subje ctive Type	6-8 hrs.	Off lin e	
	Tot al		60 0				

- The passing percentage for theoretical for annual system is 33% and 40% under semester system.
- Provision to assign grace marks shall remain with DGT.
- The passing percentage for formative and practical assessments is 60%
- The subject Workshop Calculation & Science is not applicable for non-engineering group of trades
- The subject Engineering Drawing is not applicable to non-engineering group of trades as well as Draughtsman group of trades

9.3.2 The marking pattern for non-engineering trades consisting of Practical, ED and theoretical examinations for CITS scheme is placed below:

Mark Sheet (Sample for Non-Engg group of trades)

Sl. No.	Name of Subject	Maximum Marks	Minimum Passing Marks
1.	Trade Theory (Professional Knowledge)	100	40
2.	Workshop Calculation & Science (Core Skill)	50	20
3.	Engineering Drawing (Core Skill)	50	20
4.	Training Methodology (Professional Knowledge)	100	40
5.	Trade Practical (Professional Skill)	200	120
6.	Training Methodology (Professional Skill)	200	120
7.	Formative Assessment/ Sessional Marks	200	120
Total		900	

9.4 Marking Pattern for Draughtsman Group of Trades

9.4.1 The marking pattern for draughtsman group of trades consisting of Practical, ED and theoretical examinations for CTS scheme is placed below:

Sl. No.	Paper No.	Subject	Total Marks	No. of Questions	Duration	Mode	Responsibility
1.	Paper	Trade Theory	100	50	2 hrs.	CBT	DGT

S I. N o.	Pa per No.	Subject	To tal Ma rks	No. of Quest ions	Dura tion	Mo de	Responsib ility
	-I	Employ ability Skills	50	25	1 hr.	CB T	
		Worksh op Calculat ion & Science	50	25	1 hr.	CB T	
2	-	Formati ve Assess ment	20 0	--	--	Off lin e	State/ UT Directorat e/NSTI
3	Pa per -II	Practica l	25 0	Subje ctive Type	6-8 hrs.	Off lin e	
	Tot al		65 0				

- The passing percentage for theoretical for annual system is 33% and 40% under semester system.
- Provision to assign grace marks shall remain with DGT.
- The passing percentage for formative and practical assessments is 60%
- The trades covered under draughtsman group of trades are
 - Surveyor (NSQF)
 - Architectural Draughtsman (NSQF)
 - Draughtsman (Civil) (NSQF)
 - Draughtsman (Mechanical) (NSQF)

9.4.2 The marking pattern for draughtsman group of trades consisting of Practical, ED and theoretical examinations for CITS scheme is placed below:

Mark Sheet (Sample for Engg. Trades (Draughtsman group of trades))			
Sl. No.	Name of Subject	Maximum Marks	Minimum Passing Marks
1.	Trade Theory (Professional Knowledge)	100	40
2.	Workshop Calculation (Core Skill)	50	20
3.	Workshop Science (Core Skill)	50	20
4.	Training Methodology (Professional Knowledge)	100	40
5.	Trade Practical (Professional Skill)	200	120
6.	Training Methodology (Professional Skill)	200	120
7.	Formative Assessment/ Sessional Marks	200	120
Total		900	

9.5 Controller of Examination, DGT shall have the right to change the marking pattern in case of exceptional circumstances such as pandemic, epidemic or equivalent emergency in student's interest and safety viz., owing to COVID-19 pandemic situation, the number of questions for the online examinations for TT, ES and WCS subjects was reduced proportionately in respect to main online CBT exams for these papers. CBT Exam consisted of Multiple-Choice Question with 40 /20 questions per subject and each question which carried equal marks specific to subjects. Duration of the Exam was reduced to 180 min (3 Hrs)/135 min (2.25 hours) for 80/60 Questions (Theory 40 questions of 1.5 hours, ES-20 questions of 45 mins and WCS -20 questions of 45 minutes).

9.6 To conduct exams in exceptional circumstances shall be the responsibilities of States/UTs/NSTIs whereas responsibilities to provide the exam schedule and question paper shall lie with DGT.

9.7 Marking Pattern for Private Candidates

9.7.1 All examinations for candidates enrolled as 'Private Candidate' shall be conducted in accordance with the latest examination reforms applicable to AITT for CTS. Any future changes to AITT for CTS or examination reforms, as and when notified by DGT shall be applicable to Private Candidates as well.

- a) For trades with duration six months and one year, the candidate would appear as per the schedule of examination for that academic year. For trades with 2 years' duration, the candidate will have to clear all the subject examinations for that trade i.e. first year subjects and second year subjects.
- b) Candidate upon successfully clearing the AITT exams for targeted trade under CTS, will be awarded e-Marksheet and e-National Trade Certificate as 'Private Candidates' in that trade.
- c) Evaluation and marking scheme: In the case of Private Candidates, since there is no session wise work or Formative Assessment, the marking scheme pattern for Engineering Trades shall be as follows:

Sl. No.	Name of Subject	Maximum Marks	Minimum Passing Marks
1.	Trade Theory (Professional Knowledge)	100	33
2.	Workshop Calculation & Science (Core Skill)	50	17
3.	Engineering Drawing (Core Skill)	50	17
4.	Trade Practical (Professional Skill Assessment)	250	150
5.	Employability Skill (Core Skill)	50	17
Total		500	

- d) Candidates permitted to take the AITT for CTS will have to be present at the specified examination center at their own expense in time and on the date as mentioned in their admit card/Hall ticket.
- e) The private candidates shall appear for first attempt in AITT examinations along with regular candidates appearing under CTS for that academic session.

f) Total number of attempts for private candidates shall be the same as that of regular CTS trainee subject to payment of prescribed fees

i.

- a) The qualifying marks in each subject of external examination shall be at least 33%.
- b) However in a subject involving practical work, a candidate must obtain 33% marks in the theory and 33% marks in the practical separately in addition to 33% marks in aggregate, in order to qualify in that subject.
- c) The formative assessment shall also be
- d) For theoretical part of examinations (CBT), centralized question bank shall be provisioned for ease of conduct / assessment and result declaration through Computer Based Tests (CBT).

g)

9.1.1 No overall division/distinction/aggregate shall be awarded.

9.4 ELIGIBILITY FOR COMPARTMENT

A candidate failing in one of the _____ subjects of external examination shall be placed in compartment in that subject

9.5 COMPARTMENT EXAMINATION

9.5.1 A candidate placed in compartment may reappear at the compartmental examination to be held in _____ same year and may avail himself/herself the second chance in _____ next year and may further avail himself/herself the third chance at the compartmental examination to be held in _____ of that year

9.5.2 A candidate who does not appear or fails at one or all the chances of compartment shall be treated to have failed in the examination and shall be required to reappear in all the subjects at the subsequent annual examination of the _____ as per syllabi and courses laid down for the examination concerned in order to pass the examination.

9.5.3 Syllabi and Courses for the Compartmental candidates in _____ Examination shall be the same as applicable to the regular candidates of full subjects appearing in the March examination,

9.5.4 For subjects involving Internal Assessment, in case the candidate has passed in Internal Assessment, he shall appear only in theory part and previous Internal Assessment marks will be carried forward.

9.6 MERIT CERTIFICATES

9.6.1 The _____ will award Merit certificates in each subject to the top 0.1% of candidates passing that subject, provided they have passed the examination as per the pass criteria of the _____

9.6.2 The number of merit certificates in a subject will be determined by rounding off the number of candidates passing the subject to the nearest multiple of thousand. If the number of candidates passing a subject is less than 500, no merit certificate will be issued.

9.6.3 In the matter of a tie, if one candidate gets a merit certificate, all candidates getting that score shall get the merit certificate

9.7 ADDITIONAL SUBJECT(S)

A candidate who has passed the examination of the _____ in one trade may re-appear in another trade provided the trade is available in the Scheme of Studies and is offered within six years of passing the earlier trade.

- 7.7 The CoE will make arrangements to set question papers both for practical as well as theory including bill of material and special tools, instruments and gauges, if necessary, for each trade and instructions for assessment by appointing suitable experts, as far as possible, from the industry six months in advance of the trade test.
- 7.8 While conducting trade test, question papers should be so designed that elements of allied areas are suitably covered with the elements of the curriculum of the basic trades in order to enable trainees to acquire required multi-skills according to present-day requirements.
- 7.9 The question papers will be moderated by a Board of moderators consisting of technical members of the Trade Committee concerned, representatives of the recognized engineering associations along with the Controller of Examinations and DGT as the convener. Some local experts may also be co-opted by the Chairman to assist the moderators' board if and when their assistance is required. The moderation Board will complete their proceedings three months in advance of the trade tests due to be held.

Any changes to the total number of attempts, as per directive of DGT shall be applicable to 'Private Candidate' as well. 11. Question Paper Setting and Preparation

11.1 Question paper preparation for examination is an important component for conducting any examinations. Currently, DGT question paper preparation is conducted at two levels i.e. Central and State. For all theory papers, questions are prepared centrally through Controller of Examination, DGT with the help of NIMI who has been tasked by DGT for question bank preparation and management. Currently, for ED & Practical question paper, preparation is being done centrally as well as by States i.e. Controller of Examination, DGT facilitates preparation of questions papers for popular trades and for remaining trades States prepare the question papers.

11.2 However, in order to remove disparity in question papers for ED & practical in different trades in different states, Controller of Examination, DGT shall facilitate preparation of question papers for all trades gradually over a period of time in future. Furthermore, Controller of Examination, DGT may use multiple sets/ question bank of the question papers for the same examination at the same centre / examination hall if so, considered desirable.

5 For Practical and Engineering Dr

6. During the period of transition, the Question Papers for top 10 trades are currently being provided centrally by DGT, the CoE will cover all trades in two years time through NIMI and CSTARI.

11.3 Procedure for preparation of question paper

11.3.1 Controller of Examination, DGT shall request all the States to nominate a group of competent staff to develop question paper/bank

11.3.2 States shall provide the nomination of their Staff from ITI with required skill sets. With the nominated person from States, Controller of Examination, DGT shall form a panel as per the total question paper demand for specific trades.

11.3.3 Panel should have the following expertise- question paper developer / setter, moderator/vetter, and translators.

11.3.4 Post panel formation, an orientation program shall be conducted for all the panelists in terms of requirement, do's and don'ts, methods of question paper preparation, responsibility of individuals formation of MIS, review process, preparation of knowledge transfer documents, feedback questionnaire etc.

11.3.5 A dedicated time shall be allotted to all the panels for question paper preparation

11.3.6 Once question papers are developed within stipulated time frame from the composite panel, level of complexity and other parameters shall be checked as per annexure 3.

11.3.7 If developed question paper satisfies all the set parameters as per Annexure 3, panel shall submit their question papers to Controller of Examination, DGT for digitization followed by translation if required.

11.4 Qualifications for Appointment of Paper Setter/ Moderator or Panelist

11.4.1 A panelist/ paper setter/moderator nominated from States shall have following qualifications:

- a) Working as an Assistant Director / Training Officer / Instructor/Guest faculty in any NSTI / Govt ITIs in the concerned subject or allied subject.

- b) Shall have a minimum of one years' experience of teaching the concerned subject in an ITI or persons working in the State/National level education agencies set up by the Govt. and are involved in the conduct of in-service training programme or research/development of study materials.
- c) Controller of Examination, DGT may also appoint other persons in the profession related to the subject as Paper setter in that subject with the opinion of the DGT if such appointment is desirable.

11.5 Duties of Paper Setter and Moderators

11.5.1 Moderation of question papers may be undertaken by a panel of Moderators or individual Moderator as may be decided by the Controller of Examination, DGT.

11.5.2 Paper setters while setting the question papers and Moderators while moderating the question papers, shall ensure that all sets of question papers are comparable, as far as possible, with regard to the concepts tested, cognitive operation required, scope of the answers, difficulty level, time limit and conformity with the syllabus.

11.5.3 The Paper setters as well as Moderators shall:

- ✓ Ensure that each question paper has been set according to the syllabus of the subject, blueprint, design and textbooks/recommended books.
- ✓ Prepare a comprehensive marking scheme for each question paper, giving expected answers, value points and distribution of marks.
- ✓ Workout themselves the solution to the questions particularly the numerical questions.
- ✓ Mention against each question approximate time limit that may be required for answering the question by an average candidate who has carefully studied the course and has prepared for the examination methodically.
- ✓ Ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from what the question intends to convey. (Each question should linguistically be unambiguous, clear, accurate and free from all limitations)
- ✓ Set and moderate the question papers strictly in accordance with the unit wise weightage given in the curriculum of the subject, keeping the variations of the marks, if any, under different sub-units at the minimum.

11.6 Instructions to Paper Setters / Moderators

11.6.1 The Controller of Examinations DGT shall issue detailed instructions for all examination work to Paper setters/Moderators in conformity with these Guidelines; Provided that if any emergency arises out of the administrative business or otherwise, which, in the opinion of the DGT require instructions/directions in deviation of these guidelines, Controller of Examination, DGT may order issuance of such instructions/directions as he may deem necessary but the same shall be reported to the appropriate Committees/Governing Body in their next meeting.

11.7 Custody and Copyright of Question Papers

11.7.1 All question papers shall be in the exclusive custody of the Controller of Examinations DGT and other officers as may be identified by the DGT.

11.7.2 All copyrights in respect of question papers set by the Paper Setter(s) and subsequently moderated by the Moderator(s) and translated by the Translators shall vest with the Controller of Examination, DGT.

11.8 Disqualifications of Paper Setter / Moderators

11.8.1 No person shall be appointed as a Paper setter/Moderator:

- a) if he has written a guidebook, help-book, key or any similar matter, with whatsoever name, relating to the subject.
- b) if he has been or is engaging himself/herself in private tuitions and is coaching at private institutions or carrying out similar other activity.

11.8.2 Where the Controller of Examination, DGT is satisfied that a Paper Setter/Moderator:

- a) is unable to perform the work or has not performed the work of the desired standard/ quality; or
- b) has not been able to conform to the directions of the DGT; or
- c) is suspected to have engaged himself in the activities defying the trust reposed (such as leakage of question papers etc.) and/or in such activities which are unethical unacademic or undesirable; or has furnished false declaration or has concealed facts.

In the above cases COE may:

- I. disqualify him/her from all or some of the remunerative work for a specified period or permanently; and/or forfeit/reduce remuneration payable to him/her; or
- II. take any other action as deemed appropriate in the circumstances of the case.

11.9 Anomalies or Discrepancies in Question Papers

11.9.1 Controller of Examination, DGT shall ensure every effort that Question Papers (offline/online) reaches to the trainee error free, however, possibility of human error in question papers cannot be ruled out. Based on the magnitude of the examination, following mechanism has been framed:

- a) Observations shall be obtained from subject experts on the day of examination by Examination Department with the support of Nodal ITI/NSTIs and SPIU
- b) Observations on the Question Paper shall be obtained from all the states within 24 Hrs of the conduct of examination which would be submitted to SPIU/DGT. These observations shall also include observations received by the trainees.
- c) All observations shall be compiled and provided to the group preparing Marking Schemes to make provisions for addressing the anomaly in such a manner that students' interest is protected.

11.9.2 While sending observations at aforementioned serial number (b), following may be strictly adhered to:

- a) Picture of the question paper must not be taken for any purpose and under any circumstances before exam is over.
- b) In no case, any teacher will go through the question paper before exam is over.
- c) DGT/SPIU can be informed about the anomaly before exam is over
- d) The feedback should be sent ONLY after the completion of the duration of the examination
- e) Based on the observations received by SPIU/DGT, appropriate action will be taken.

- f) Violation(s), if any, of any of the above will be viewed seriously and DGT may consider imposing financial penalty on the Principal/Trainer/Invigilator sending the feedbacks for violation
- g) Above instructions may be strictly adhered to without any compromise during the conduct of examinations.

12. Evaluation

12.1 Evaluation shall be done differently for different examination papers i.e. the evaluation for formative assessment, Practical & Engineering Drawing and Theory examinations will be different. Evaluation for every subject is placed in the sections below in detail.

12.2 Evaluation for Formative Assessment

12.2.1 Every evaluation sheet should have the signature of the trainer & the trainee. It must be verified by the Principal every fortnight. The satisfactory evidences as highlighted in Section 4.1 must be produced to the external assessor or any official designated to carry out verification as and when required. Furthermore, evidence of internal assessment to be preserved until forthcoming examination for audit and verification by DGT/SPIU.

12.2.2 Following course of action to be observed by the Trainer/Assessor while allocation of marks during assessment:

- a) The trainer / assessor should ensure appropriate arrangements for assessment and appropriate resources are available for undertaking such assessment. The nature of special needs should be taken into account while undertaking assessment.
- b) Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment.
- c) Due consideration to be given while assessing for teamwork, avoidance/ reduction of scrap/wastage and disposal of scrap/wastage as per procedure, behavioral attitude, sensitive to environment and regularity in training.

- d) The trainer shall prepare a report for every assessment observation monthly or quarterly with a copy of this will be placed as evidence in the candidate's portfolio. The format which is maintained as progress card basis on applicability of engineering and Non engineering trades is mentioned in section 3.1.6

12.2.3 Further, sessional marks and attendance have also been assessed quarterly for each trainee as per format placed in section 3.1.6

12.3 Evaluation for Engineering Drawing

12.3.1 The first stage of the evaluation of engineering drawing is receipt of answer books / engineering drawing sheets. Following steps shall be ensured by the concerned

- a) All answer books/ engineering drawing sheets from the examination centres shall be received by the concerned **supervisor** or by an officer identified and recommended by the Controller of Examination, DGT at the district's nodal ITI.
- b) All answer books/ engineering drawing sheets shall be deemed confidential document and no person(s) other than those identified by Controller of Examination, DGT shall be permitted to handle the same.
- c) All the answer books / engineering drawing sheets received from the examination centers in roll numbers of the candidate shall be converted to fictitious numbers.
- d) The conversion of real roll numbers to fictitious numbers shall be carried out by a team of Secrecy Officers as identified by Controller of Examination, DGT or State Controller of Examinations.
- e) The answer books / engineering drawing sheets should be evaluated at every district nodal ITI within 10 days from the last date of examination.
- f) The evaluation of the answer books / engineering drawing sheets shall be carried out under close supervision of the Principal of Nodal Government ITI.
- g) The Nodal officers will arrange to evaluate the answer books / engineering drawing sheets at every district with the help of a panel subject experts.
- h) Nodal officer of DGT i.e. RDSDE/ NSTI shall monitor the evaluation activity at the nodal ITI.

12.3.2 The second stage of evaluation shall have a detailed marking scheme. The major activities in this stage are placed below:

- a) It shall be responsibility of the paper setter to prepare and provide a detailed marking scheme for each question paper.

- b) The marking scheme shall indicate value points in respect of each answer and the award to be assigned for each of the value points.
- c) The original marking scheme can be amended/modified by a group of examiners on the basis of the evaluation of sample answer scripts upon approval from Controller of Examination, DGT.

12.3.3 The following activities in the third stage of evaluation shall be followed:

- a) All answer books / engineering drawing sheets bearing fictitious roll numbers shall be evaluated by approved examiners registered on the portal.
- b) All answer books / engineering drawing sheets shall be evaluated at the nodal ITI of the district.
- c) Under special circumstances as notified by the DGT, the evaluation of the answer books / engineering drawing sheets may be evaluated the evaluators residence.
- d) After completion of evaluation the marks shall be entered by the nodal ITI on the mobile application or any other medium as notified by Controller of Examination, DGT. The marks shall then be verified and approved by the State.

12.3.4 In case of CITS scheme, NSTIs/ITOTs shall arrange evaluation of ED and Practical exam in the presence of RDSDE/DGT officer. Results sheet shall be countersigned by RDSDE/DGT officer. NSTI/IToT shall ensure preparation of final results and submission along with all supporting documents to the CoE, DGT for declaration of results

12.3.5 Controller of Examination, DGT along with CFI section of DGT shall monitor the activity for CITS evaluation of ED answer sheets.

12.4 *Evaluation of Practical Examination*

12.4.1 The evaluation of the practical examination shall be in front of both internal as well as external examiner

12.4.2 The evaluator shall ensure that the candidate's attendance is marked on the mobile application instantly while giving the practical examination

12.4.3 The evaluation for the same shall be done at the spot on the mobile application as provided by DGT or any other mechanism as decided upon by DGT

12.4.4 State shall verify and approve the marks entered by the examiners

12.5 Evaluation of Computer Based Test (CBT) for Theoretical Examination

12.5.1 Evaluation of theory paper that consists of Trade Theory, Workshop Calculation Science and Employability skills conducted through CBT mode shall be automated through developed software of DGT / NIMI / CBT conducting agency. Henceforth, any marks obtained under CBT examination shall be compiled with uploaded marks of ED and practical which shall be reflected in the final certificate.

13. Uploading of Marks

13.1 As per the schemes run under DGT, uploading of marks for examination (ED, Practical, CBT & Formative Assessment) is a compulsory activity which is to be completed every year with the help of nodal ITIs on NCVT MIS Portal. Uploading of marks can be categorized into:

- Uploading of formative assessment marks
- Uploading of ED & Practical marks
- Uploading of Theoretical exam marks

13.2 Uploading of marks for formative assessments

13.2.1 All the relevant evidence shall be preserved till the examination is over and marks allotted to each trainee against the learning outcomes are to be recorded as mentioned in Section 17.2.2 & 17.2.3. Furthermore, the compilation and uploading of formative assessments for each trainee is the responsibility of the respective ITI/NSTI during the timeline before the examination as notified by DGT.

13.3 Uploading of marks for ED & Practical

13.3.1 Compilation and uploading of ED & practical marks is the responsibility of the State/UT Directorate and they shall ensure the timely completion of the tasks assigned to them. Furthermore, State/UT Directorate are directed to follow all instructions given by Controller of Examination, DGT within stipulated timelines.

13.3.2 Process of compilation of ED and Practical Marks

- a) Post completion of ED and practical marks at respective ITIs, it is mandatory for all private and govt ITIs to submit the examination copy (ED and practical) and evaluation marks to Nodal ITIs on same day.
- b) Nodal ITI has to ensure getting examination copy (ED and practical) and evaluation marks from all ITIs and ensure the compilation of trainee's details.
- c) Before submission to State/UT Directorate through portal / mobile application, Nodal ITIs has to ensure the entry of correct data into portal.
- d) Post submission of ED and practical marks, there will be no change in ED and practical marks once it is submitted to State/UT Directorate.
- e) Nodal Officer must keep all the trainees record of examination copy and evaluation sheet which will be submitted to State/UT Directorate.
- f) Final approval to upload marks shall remain with State/UT Directorate and only the approved marks by the State/UT directorate will be considered for result declaration.

13.3.3. Timelines for uploading of ED & Practical Marks

13.3.3.1 Correct and timely assessment of ED and Practical along with submission of marks into NCVT MIS portal is of paramount importance for declaration of result. Furthermore, no change shall be entertained by DGT upon approval of the marks uploading completed by State/UT Directorate. Hence, it is imperative that utmost care is being taken while uploading of marks on the NCVT MIS portal.

13.3.3.2 Following timelines and guidelines shall be followed by the concerned while uploading the marks:

- a) Nodal ITI/ NSTIs shall upload the marks and check the trainee's data on mobile application / NCVT MIS portal within **25 days** of the last day of ED & Practical examination.
- b) Nodal ITI/NSTIs shall read all guidelines, notifications, circulars issued by DGT in this regard carefully, collect the correct data of the students and submit the same correctly.
- c) Post submission of marks by Nodal ITI, State/UT Directorates shall approve the ED & Practical marks within 30 days of the last day of ED & Practical examination.

- d) Post the deadline of 30 days after the completion of ED & practical examination, processing charges shall be imposed on nodal ITI and State/UT directorate for any uploading or change in the marks. This will come into effect from **1st August 2021**.
- e) The marks of ED & practical subject shall be uploaded by Nodal ITI/NSTI by **5PM** on the designated date which will be further re-evaluated and approved by State/UT Directorate.

13.3.3.3 Processing Charges for late uploading of marks or change in marks for ED & Practical subjects

Sl. No.	Number of Days	Amount (INR) per candidate
1.	T0 - T5 days	100
2.	T6 - T20 days	500
3.	T20 - T30 days	1000
4.	T30 - T45 days	2000

T0 is deadline for uploading marks on the portal

No changes post 45 days will be accepted

13.4 Uploading of marks for theoretical subjects

As the theoretical examinations are being conducted in CBT mode, NIMI or the agency hired by DGT shall provide the results within 5 days of last day of the examination conducted under CBT to Controller of Examination, DGT. Controller of Examination shall then analyze the results and present the same to the Result Review Committee (RRC) of DGT for further deliberations.

17 Instructions for stakeholders for examination

17.1 FOR EXAM CENTERS / ITIs For ED & PRACTICAL

17.1.1 The exam centre should ensure timely purchase of raw material as per Bill of Material provided for both Practical and ED examination well before schedule of exam. The exam centre shall ensure readiness of examination room/ hall, workshops, and equipment well before the scheduled examination date.

17.1.2 All affiliated ITIs will be self-centers for conducting Practical & Engineering Drawing examination. However, for students enrolled on NCVT MIS in de-affiliated ITIs, the exam centre will be allocated in nearest suitable Government ITI

17.1.3 Facility for creating additional copies of ED and Practical exam question papers must be available in-house in exam centre or ITI. Photocopy of question paper from outside of exam centre or movement of question paper outside the exam centre premises before completion of the exam is strictly prohibited.

17.1.4 The concerned Trade Testing Center/ ITI must confirm appointment of examiner for all trades and units appearing for examination at least 3 days before the scheduled examination as per the guidelines.

17.1.5 The concerned Trade Testing Center/ ITI must ensure that unit, trade and exam wise attendance sheet of trainees appearing for examination is prepared before the day of examination. The same must include Roll Number as per NCVT MIS portal and should be provided to Examiner for concerned unit.

17.1.6 Standard Operating Procedure (SoP) and guidelines issued from State Government, Central Government and Local authority as applicable for Covid-19 shall be strictly implemented by the Trade Testing Centers.

17.2. Trainees taking ED & Practical

17.2.1 All trainees must USE ONLY NCVT-MIS ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD during the examinations

17.2.2 Trainees must examine and cross-check their personal details and details of exams appearing in as provided on the admit card (hall ticket) at time of generating the admit card/ hall ticket

17.2.3 All trainees must report at the exam centre at least one hour before the time of commencement of exam.

17.2.4 Trainees must use half an hour extra time given before the exam to fill all the details correctly on Answer Sheet of ED & Practical exams as printed on the admit card/ hall ticket.

17.2.5 Trainees must correctly fill their 14 digits Roll Number, Year, Paper, Trade Code & Trade Name as mentioned in admit card/ hall ticket generated from NCVT MIS Portal. In case wrong details are filled by the trainee; the result of trainee will not be declared, or trainee may also be considered not appeared.

17.2.6 For any other clarification, the trainees may contact concerned ITI/ NSTI's or the State Directorate office from time to time. *They may also visit DGT website (dget.nic.in) and NCVT MIS Portal "NEWS & UPDATES" from time to time for any addition and alteration in above information.*

17.2.7 Standard Operating Procedure (SoP) and guidelines issued from State Government, Central Government and Local authority as applicable for Covid-19 and implemented by Trade Testing Center must be followed by all trainees.

17.3 Trainees appearing for theoretical examinations (CBT)

- a) Exam will consist of Multiple-Choice Question with 50 /25 questions and each question carry 2marks.
- b) Duration of the Exam is 2 hours for 50 Questions/1.5 hours for 25 Questions.
- c) The whole examination i.e. Theory will be conducted in one go without any breaks. Similarly, ES and Wcs will be conducted in one go without any breaks in between.
- d) Exam will be conducted through Computer Based Test. Email id and Password provided before the exam is mandatory to login.
- e) Once logged in, it is imperative for the trainee to go through the instructions pointwise.
- f) Trainees need to ensure that the Profile Details are correct, which will be subsequently appearing on the screen after login.
- g) Trainee shall enter the Examination Passcode given by the Invigilator, checkmark the declaration and proceed by pressing the Start Exam button.
- h) No Candidate will be allowed to leave the Examination Hall till the exam

is over.

- i) Candidate should report to the Examination Hall before 30 minutes of the time of start of Examination.
- j) No Bio – Break is allowed during the entire duration of Examination.
- k) Only scheduled candidates will be allowed in the Examination Hall for their respective timeslot.
- l) Candidates should sign the attendance sheet in the specified columns.
- m) Candidates is not allowed to carry the following items inside the Examination Hall
 - n) Any communication devices like Mobile Phones, Digital watches, Smart Watches, Bluetooth Devices, Earphone, Microphone, Pager, Health Band etc.,
 - o) Any eatable items opened or packed, water bottles etc., There may not be facility for safe keeping of your personal belongings outside the Examination hall.
 - p) Invigilator and Other Staffs are not responsible for its custody, safe keeping or any loss.
 - q) Candidate is to maintain complete silence during the examination and communication in any form between candidates or with outsiders is not permitted.
 - r) Candidates found indulging in malpractices of any form will be debarred from writing the exam.
 - s) Candidates should leave the examination venues in a quiet and disciplined manner and should not remove any equipment or stationery from the examination venue without the permission of the authority.

17.4 Examination Centres for theoretical examinations (CBT)

- a) Examination Center: Examinations needs to be conducted only in Government institutions (ITI/NSTI/Other).
- b) The Examination centre should be equipped with the following provisions
- c) For offline exam wherever applicable, a system which acts as a local Server and individual systems connected to it in a common LAN network through a switch.
- d) Power back-up for the Server and nodes (Generator, UPS)
- e) Proper Seating arrangements with Social Distancing followed
- f) A Web/CCTV Camera with Zoom Connectivity in the Examination Hall
- g) The server system should be connected to the internet for syncing with the central server in case of offline examination.

- h) Server and Systems to be Configured with required Software's.
- i) One or Two Backup Systems should be made available.
- j) One Technical Person should be available in Examination Centre to attend to any software, system or network issues.

17.5 Invigilators during theoretical examinations (CBT)

- a) Invigilator should verify the authentication of the Student.
- b) Assist the candidates before, during and after the examination by directing them to their allotted seats and attend to queries raised by candidates.
- c) Implementing the exam rules and regulations and remaining vigilant throughout the examination duration.
- d) The Invigilator should record the attendance during examinations, details of late arrivals and ensure that proper seating plans are followed.
- d) Monitoring the candidates after completion of exams, ensuring that candidates do not remove equipment or stationery from the examination venue without the permission of the authority
- e) Invigilator should ensure that candidates do not discuss inside examination venues
- f) Should report to any examination irregularities immediately.
- g) Candidate should not be allowed to use System Browser and Tab Switcher.
- h) No Mobile, Electronic Devices and Other Communicating Device should be allowed in the Examination Hall.
- i) Unauthorized Person Entry in Examination Hall needs to be restricted
- j) Invigilator should not Help Students in Answering Questions.
- k) Preventing any malpractice by the candidates

19. Result Announcement Process

19.1 Process for result announcement shall start immediately after the completion of examination and shall be conducted solely by Trade Testing Cell, DGT with utmost confidentiality. The result announcement processes includes:

- Result Analysis
- Result Review Committee
- Uploading of Results on NCVT MIS Portal
- Result Declaration

- Result Re-checking and subsequent announcement
- Promotion to trainees & Provision for Supplementary

19.2 Result Analysis

19.2.1 After the completion of examination, result analysis for all the trades shall be conducted separately for theory, ED & practical papers. As a first step, the data shall be compiled for all the trainees for which Hall ticket were generated for theory paper examination and ED & practical examination. Details of marks obtained for theory paper (which includes trade theory, Employability skills and Workshop calculation) shall be collected through API or offline from agency or NIMI server whosoever conducts theory paper examination. Whereas details of ED, practical and formative assessment shall be collected from NCVT MIS portal post entry of marks by Nodal ITIs followed by approval of State/ UT Directorate /NSTIs. After compilation of marks obtained by trainee for all the subjects, results analysis shall be conducted by TT Cell. Few indicative parameters on which the analysis can be conducted are:

- a. Student performance analysis.
- b. Evaluation trends or marks distribution across all the subjects comparing the performance of Govt and Private ITI, States performance, Trade performances etc.
- c. Trend of marks distribution across summative and formative assessment
- d. Attendance data of all the candidates captured during examination
- e. State and trade wise pass percentages, Performance of Govt and Private ITI in terms of pass percentages
- f. Comparison of previous year pass percentage with current year specific to each subject
- g. Analysis report regarding proxy candidates, unfair means report etc.
- h. Consideration of grace marks in case of applicability

A comprehensive report shall be prepared by the TT Cell and shall be presented to the result review committee with inferences from the analysis clearly mentioned.

19.3 Result Review Committee

19.3.1 Trade testing Cell, DGT shall prepare a report and send to the Result Review Committee (RRC) with complete analysis of results and inferences as observed within **15 days** of completion of examination. The committee shall then review the report and provide suggestions / comments. It shall also be the responsibility of the RRC to decide the grace marks to be given to the candidates with proper rationale and comparison with last year results. Furthermore, the RRC shall check basis the analysis any anomalies found in the results and inform the Trades Testing Cell, DGT to investigate the anomalies if any.

19.3. 2 RRC shall make suitable recommendation for withholding of results for any state/ UT/ ITI/ student on case to case basis if there have been any malpractices reported by Trade Testing Cell, DGT to the DG, DGT. In this case, RRC before making the recommendation shall review the case and give a chance to all parties before proposing of withholding of result. Basis the report final decision shall be taken by DG, DGT.

19.3.3 RRC shall hold the meetings on a **weekly basis** post completion of examination till the result declaration process is complete.

19.4 Composition of Result Review Committee

19.4.1 The Result Review Committee shall comprise of the following

- DDG, in-charge of examination, DGT – Chairman
- Director, Examination, DGT- Convener
- Director, NIMI- Member
- CBSE nominated SPOC person- Member (Optional)

Any members can be added to the RRC with due permission of DG, DGT or Chairman of the RRC with prior information.

19.5 Uploading of Results on NCVT MIS Portal

Trade Testing Cell, DGT post incorporating the comments and suggestions from the RRC shall provide the results to the IT/Technical team at DGT for uploading of results. CONTROLLER OF EXAMINATION shall incorporate all the suggestions /

recommendations of CONTROLLER OF EXAMINATION and provide the results to the IT team within **7 days**.

19.6 Result Declaration

19.6.1 Basis the result data provided by the CONTROLLER OF EXAMINATION to the IT Team, the results shall be made available on the NCVT MIS Portal. The details of the declaration of results shall be notified to the concerned stakeholders on the portal. Additionally, basis the information shared by CONTROLLER OF EXAMINATION; the IT team shall provide a separate update on the portal for National Trade Toppers (Male & Female separately) with their photographs. Furthermore, the IT team shall also provide a separate update on the portal for State Trade Toppers (Male & Female separately) with photographs.

19.6.2 IT team shall make provision to provide the overall pass percentage (Male & Female separately) on the portal. Additionally, details of candidates eligible, candidates appeared, and candidates pass & failed information shall be made available on State/UT directorate login.

19.7 Result Re-checking and Result announcement

19.7.1 Result Re-checking / Re-verification

- a) Candidate can apply for re-checking or verification of marks for ED / practical within **15 days** of result announcement with a nominal fee of **INR 100**.
- b) No revaluation of CBT based question paper is allowed
- c) The verification will be restricted to checking whether all the answers have been evaluated and there is no mistake in totaling of marks for each question.
- d) Candidate shall not be entitled to refund of fee in any means.
- e) Verification of marks shall not be done in the presence of the candidate
- f) If there is any change in marks after re-verification of the candidate, the marks shall be updated by the officials appointed by State/UT Directorate along with its approval.

- g) The decision of the State / UT Directorate / DGT on the result of re-verification of marks shall be final
- h) The answer books / engineering drawing sheet shall be maintained for a period of at least 2 months, thereafter the answer sheet shall be disposed of in a manner as decided by the State / UT Directorate / RDSDE.

19.7.2 Result Announcement

- a) CONTROLLER OF EXAMINATION shall be responsible for result announcement post re-verification of marks within 30 days of result declaration.
- b) No re-verification of marks or change of marks shall be entertained post the final announcement of result.
- c) Result will be published on NCVT MIS portal

20 Promotion to trainees & Provision for Supplementary

- a) For candidates who have successfully cleared the examination as prescribed by DGT shall be promoted / certified to next year depending upon the trade.
- b) For failed candidates, there will be a provision of supplementary examination. The examination fees for supplementary examination will be charged separately as mentioned in section 5.1.
- c) For candidates who meet the eligibility criteria to sit in examination but failed to appear for examination due to any unavoidable circumstances will be allowed to appear in either supplementary examination or along with the next year regular examination.

21.7 Registration of Key Exam officials on NCVT MIS Portal

21.7.1 State/ UTs directorates shall be responsible for getting the key nodal officers involved in examination process to register themselves on the portal as made available

by DGT. The key nodal officers shall include invigilators, superintendent/ supervisor, observer, examiner, evaluator and technical persons. It shall be necessary that the correct information is provided in the portal as no change or updation shall be allowed later. The timelines for the registration of the nodal officers shall be intimated by the DGT in advance and no update shall be entertained post the deadline.

21.7.2 Further, as proof the key nodal officers shall upload any of the following identity proof on the portal for DGT to check the authenticity of the officials.

- ✓ Aadhaar Card
- ✓ PAN Card
- ✓ Voter Card
- ✓ Ration Card

21.7.3 In addition to this, the nodal officer shall also upload the ITI identity card provided to him by the State/ UT Directorate. It shall also be noted that the key officials for examination can only be from the government ITI or any other government agency except for the technical person. Any deviation from the above may lead to cancellation of examination at the particular center and lead to cancellation of affiliation of that particular ITI.

21.8 Renumeration for Key Exam officials

21.8.1 DGT shall centrally provide renumeration to the key nodal officers involved in the complete examination process upon finishing of their individual tasks or in due course of time as per decision taken by DGT. The renumeration will be transferred directly into the key nodal officer's bank account. Furthermore, DGT shall not be held responsible for any incorrect bank account details uploaded on the portal. Thus, it shall be important for the concerned official to provide correct details during registration process.

21.8.2 Renumeration as decided by DGT shall be fixed and no changes to the renumeration shall be entertained. The details of the renumeration for key nodal officers are provided below

Sl. No.	Key Nodal Officer	Amount (INR) per Day
1.	Chief Superintendent	300
2.	Superintendent	250
3.	Deputy Superintendent	200

Sl. No.	Key Nodal Officer	Amount (INR) per Day
4.	Invigilator	250
5.	External Examiner	1150
6.	Internal Examiner	200
7.	Miscellaneous (includes all other persons involved in the examination process)	700

State/UTs directorate in addition to the remuneration provided by DGT can provide additional expenses if they deem fit.

22.8.3 DGT shall have the right to change the remuneration and notify the States/UTs on its discretion without consultation with states/UTs.

22. Generation of Marksheet & Certificate

22.1 After the declaration/ processing of results, TT Cell shall generate e-marksheet and e-NTC/e-NCIC/e-NAC to all the passed out candidates in the format as annexed in Annexure-7& Annexure-8. The e-marksheet and e-NTC/e-NCIC/e-NAC shall be made available for download through NCVT MIS Portal. This shall be made available in such a way that it can be downloaded by the candidate/ Principal of the ITI/ State/UT Directorate and NSTIs.

22.2 The certification shall be in accordance with the Electronic Skill Credentials Standards under digital signatures of the competent authority. The e-marksheet and e-NTC/e-NCIC/e-NAC shall also be made available to digi-locker of the individual trainees ,if available.

22.3 All physically printed marksheets and certificates shall be discontinued and issuance of e-marksheet and e-NTC/e-NCIC/e-NAC shall be as per the norms defined in the vide circular date 24th June 2019 (annexed as Annexure-7& Annexure-8).

22.4 e-marksheet of the candidate shall have the following details:

- ✓ Academic Session Start Date
- ✓ Trade type
- ✓ Name of the candidate
- ✓ Date of Birth
- ✓ Father / Guardian Name

- ✓ Month & Year of Examination
- ✓ Trade Name
- ✓ Trainee Type (Regular/Supplementary)
- ✓ ITI Name & Address
- ✓ Paper wise total marks and marks obtained by the candidate
- ✓ Total Marks obtained combining all subjects
- ✓ Date of result declaration
- ✓ Result Status (Pass / Fail)
- ✓ Date of issuance of marksheet

22.5 e-NTC of the candidate shall have the following details:

- ✓ Trainee Name
- ✓ Father / Guardian Name
- ✓ Mother's Name
- ✓ Date of Birth
- ✓ Name of Institute
- ✓ Address of Institute
- ✓ Trade Name
- ✓ NSQF Level
- ✓ Duration of Training
- ✓ Admission Session
- ✓ Examination Month & Year
- ✓ Date & Place of Issue of Certificate

22.6 The date of issue of the e-marksheet e-NTC shall be the date of result announced. However, in case the candidate applies for re-checking of marks and if there is any change in the marks the new date of issuance of marksheet shall be mentioned. There shall be no change in the issuance of marksheet if the candidate's mark has not been changed.

A detailed format for e-marksheet and e-NTC is annexed as annexure-7 and annexure-8

23. Modification / Revision in e-Marksheet or e-Certificate

23.1 All details provided in the e-marksheet and e-NTC/e-NCIC/e-NAC shall be fetched from the records from NCVT MIS portal at the time of admission. Hence, it shall be imperative by the student / ITI to provide the information correctly while uploading. However, in case the candidate wants to change any detail in his/her

marksheet a processing fee shall be charged. Processing charges for any modification is placed below:

Category	Activity for change	Amount (INR)*
Trainee Details	Correction in Trainee Name	250
	Correction of Father Name	250
	Trade Name	250
	Photograph	250
	Date of Birth	250
	ITI Name & Address	250
Marks Correction	Sessional marks	500
	Correction in marksheet	500
	Re-checking of marks	100
	Issuance of duplicate marksheet	500
Certificate	Issuance of pending e-NTC	500
	Issuance of duplicate e-NTC	1000

* The amount shall be fixed for any correction up to 5 years from passing the examination. INR 50 will be charged extra for all the activities per year

The candidate / ITI shall produce valid documents in case of correction in any of the above categories.

23.2 For legacy trainees

23.2.1 For the trainees of previous admission sessions, changes with regards to Trainee Name, UID, Photo, cannot be made by the Institute approving authority and the authority for the same lies with central DGT team. The trainee may submit online form on NIMI Portal and INR 200 shall be charged from the trainee

23.2.2 For change in other fields, the legacy trainee may approach his/ her institute. Institutes are authorized to make correction in any two of the remaining fields (i.e. any two fields apart from Trainee Name, UID and Photo)

23.2.3 For any subsequent changes if the trainee approaches the DGT, it will attract further charges as highlighted in the table above.

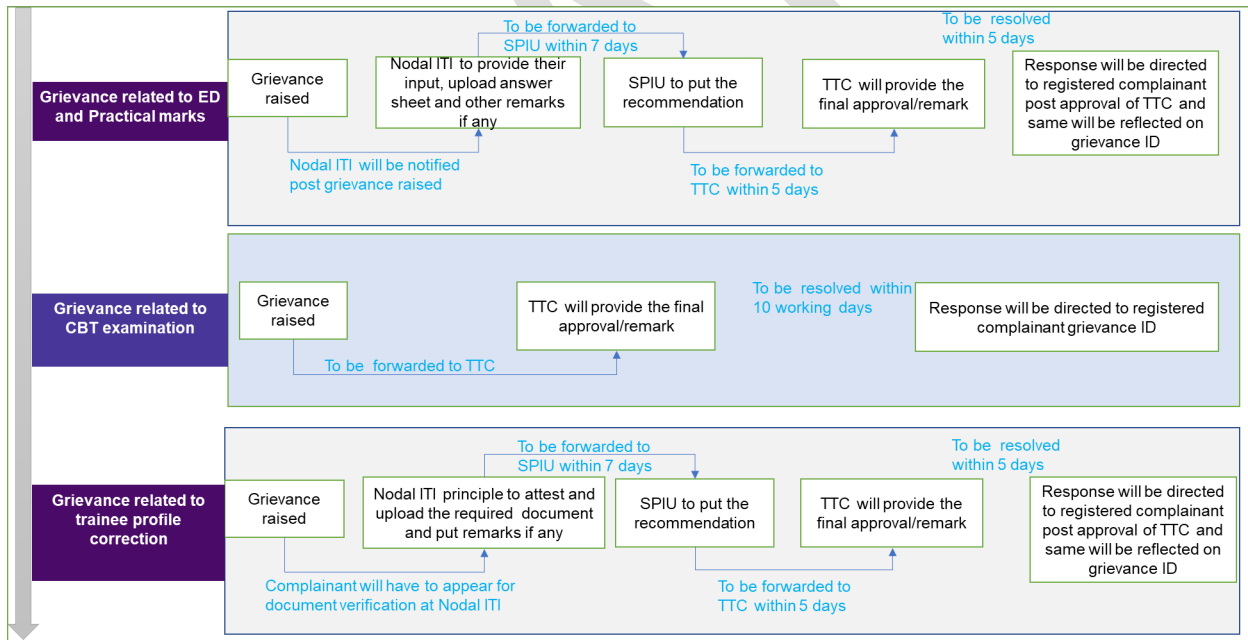
25. Grievances & Exceptions

25.1 The grievance and its redressal mechanism for any process helps in measuring its efficiency and effectiveness as it provides a feedback on the working of the processes. It facilitates streamlining the process and deliver quality services to the relevant stakeholder. Grievances for examination process could be due to:

- ✓ Practical Subject: ED & Practical Marks mismatch
- ✓ Theory Subjects: Trade Theory, Employability Skills and Workshop Calculation & Science marks mismatch
- ✓ Trainee profile correction

25.2 Process Flow for Grievance Redressal

Based on the type of grievance, the detailed process flow for grievance redressal mechanism are mentioned below



25.3 Grievance related to Practical Subjects: ED & Practical

- a) Once complaint will be registered, a notification mail will be auto directed to Nodal ITI for due diligence. As per request of complainant, Nodal ITI will upload

the answer sheet of that trainee and recheck the previously uploaded marks if any correction required within 7 working days of notification. Post remarks of Nodal ITI, it will be directed to SPIU for further action.

- b) SPIU to recheck and verify the uploaded answer sheet and recommend for approval of CONTROLLER OF EXAMINATION/NPIU/RDSDE within 5 working days of receipt of notification from Nodal ITI. Post SPIU, remarks it CONTROLLER OF EXAMINATION/RDSDE will be directed for further action.
- c) Post recommendation of SPIU, CONTROLLER OF EXAMINATION/RDSDE to put their final remarks if any correction required at Nodal ITI or SPIU for grievance and need to provide their final recommendation and approval within 5 working days of received notification from SPIU.
- d) Post recommendation of CONTROLLER OF EXAMINATION/RDSDE, final response will be directed to complainant and correction will be automatically reflected on NCVT MIS portal/Grievance ID if there are any changes.

25.4 Grievance related to Theory Subjects: TT, WCS & ES

- a) Once complaint will be registered, a notification mail will be auto directed to CONTROLLER OF EXAMINATION for due diligence.
- b) CONTROLLER OF EXAMINATION to provide their final recommendation and approval within 10 working days of received notification
- c) Post recommendation of CONTROLLER OF EXAMINATION, final response will be directed to complainant in their Grievance ID

25.5 Grievance related to Trainee profile correction

- a) Once complaint will be registered, a notification mail will be auto directed to Nodal ITI for due diligence. Post complaint, Complainant / Trainee will have to appear for document verification to Nodal ITI with original documents. As per request of complainant, Nodal ITI may ask the required duplicate copy/photocopy of the original document to upload on grievance portal.
- b) Nodal ITI has to upload the documents post attestation by Nodal Principal of the ITIs and may put the remark within 7 working days of notification. Post remarks of Nodal ITI, it will be directed to SPIU for further action.
- c) SPIU to recheck and verify the uploaded document and recommend for approval within 5 working days of received notification from Nodal ITI. Post remarks of SPIU, it will be directed to CONTROLLER OF EXAMINATION for further action.

- d) Post recommendation of SPIU, CONTROLLER OF EXAMINATION to put their final remarks if any correction required at Nodal ITI or SPIU for grievance and need to provide their final recommendation within 5 working days of received notification from SPIU.
- e) Post recommendation CONTROLLER OF EXAMINATION, final response will be directed to complainant and correction will be automatically reflected on NCVT MIS portal/ Grievance ID if there are any changes.

User Manual for raising a grievance is annexed as Annexure-2

26.6 Consequences of non-compliance

Failure to comply within the timelines/SLAs defined, heavy penalty will be charged on the concerned authority. The CONTROLLER OF EXAMINATION can also decide further course of action as they deem fit.

26. Rewards & Recognition for Meritorious Trainees

The objective of introducing rewards and recognition to meritorious trainees in ITIs is to generate healthy competition amongst talented students and inspire them for better performance in their training; recognize their accomplishments publicly and further encourage them to achieve excellence of higher order at various stages of their career. Following recognition and rewards shall be given to the meritorious trainees:

- a) DGT shall provide recognition to national trade toppers (Male & Female) in the form of a Merit certificates.
- b) The national trade toppers (Male & Female) shall be facilitated during the World Skills Day organized by MSDE every year on 15th of July.
- c) The photographs of the national trade toppers (Male & Female) shall be published on the NCVT MIS portal on the day of declaration of results.

DGT shall also provide State wise trade toppers (Male & Female) list to the respective States for them to facilitate as per protocols available in the State

- d) No prize/ reward/ recognition to be provided or considered on religious or communal basis.
- e) DGT shall be the administering authority to recognize, modify, amend, relax, revoke any of these guidelines and to make such changes in the terms and conditions of the recognition or facilitation as the circumstances may warrant from time to time.

h)

10 Fee payment: Structure, Mode of Payment

10.1 The purpose of the submission of exam fee is to meet the eligibility criteria for sitting in the examinations conducted by DGT for its various schemes

10.2 Category of Students & General Fee Structure

10.2.1 Trainees are divided into the two categories from the perspective of chargeable fees. The structure of the fees across all the categories as detailed below:

10.2.2 Regular Trainees

10.2.2.1 Total fee per student for examination i.e. ED, Practical and CBT under engineering trade is INR 650 for regular examinations including admin and other processing charges. The breakup for the same is provided below.

Sl. No.	Activity	Amount (INR) per student
1.	Practical & ED	274
2.	CBT	376
	Total	650

10.2.2.2 In case of non-engineering trade, the total fee per examination including practical and CBT is INR 600 for regular examinations including admin and other processing charges. The breakup for the same is provided below.

Sl. No.	Activity	Amount (INR) per student
1.	Practical	224
2.	CBT	376
	Total	600

10.2.2.3 Supplementary Exam

In case the students fail in any subject of the examination, the student will have to pay INR 850 for supplementary examinations which shall include admin and other processing charges. This fee shall be applicable to all trades i.e. engineering or non-engineering.

10.2.3 Fee Structure for CITS scheme

10.2.3.1 The examination fee for CBT exam can be deposited through the payment gateway

Fee Structure
Proposed Examination fees
<ul style="list-style-type: none"> • Theory exam- INR 193 + taxes per paper • Admin and registration charges- INR 50 for one cycle of examination • In case the Trainee is to re-appear for any one of. supplementary paper, the Trainee has to pay the full amount of INR 193 + taxes per paper

10.3 Mode of Payment of Exam Fee

10.3.1. Students can pay their exam fee via online payment gateway as provided by the DGT or submit the fee to their respective ITI/state who shall submit the exam fee for the students online in bulk mode. Furthermore, students are required to meet all eligible criteria before the deadline to ensure eligibility for the exam. Failing to adhere to the criteria, the student will not be allowed to appear in the examinations.

10.3.2 Methods of payment of exam fee:

10.3.2.1 Online

DGT shall provide the payment link in advance to the students through their website, advertisements in leading newspapers etc. The students shall be allowed to make the payment using the link through the following payment methods:

- ✓ Debit Card
- ✓ Credit Card
- ✓ Internet Banking
- ✓ Wallets
- ✓ UPI

Transaction Fee per transaction is placed below:

Sl. No.	Mode of Payment	Transaction fee per transaction
1.	Domestic Credit & Debit Cards on Visa, Mastercard, Maestro, RuPay	Flat fee @ 2%*
2.	Wallets: Freecharge, Mobikwik, OlaMoney, Jiomoney, Paytm, PayZapp, Jana Cash, SBI Buddy, The Mobile Wallet	Flat fee @ 2%*
3.	IMPS & UPI	Flat fee @ 2%*
4.	International Credit Cards on Visa, Mastercard, American Express, JCB and Diners Club	Flat fee @ 3%*

** Taxes shall be extra as applicable from time to time*

10.3.2.2 Offline

In case of offline payment, students shall be paying their respective fees to their ITIs/States and the States/ITIs in turn shall transfer the collected amount through bulk payment via the gateway provided by the DGT. The ITI can also make payment through following:

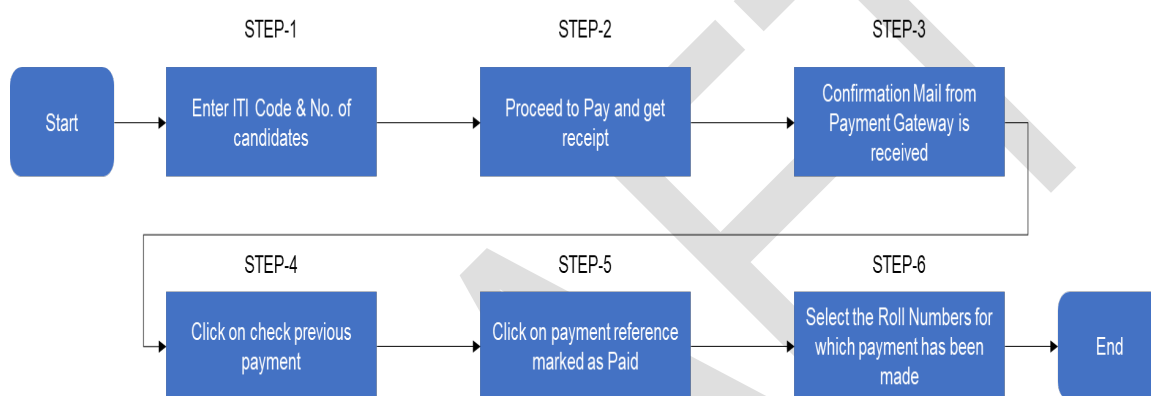
- ✓ Transfer to the State/UT Directorate who shall have to pay to DGT
- ✓ Bulk payment through NEFT using internet banking

✓ Bulk payment using Debit/Credit Card

10.3.2.3 The ITI/State shall ensure that the roll numbers of the students are marked correctly when doing payment through bulk transfer mode. DGT shall not be held responsible for any incorrect information provided by the ITIs/States.

10.3.2.4 DGT shall have full discretion in order to change the mode of payment as it may deem fit without any consultation with the states/UTs or ITIs.

10.3.2.5 Step by Step guide on how to make payment through the payment gateway is provided below:



10.3.2.6 Frequently asked questions have been added in the last section of the document for any issues related to payments.

10.4 Due Date for Payment of Fees

10.4.1 The students/ITIs/States shall ensure that the examination fee is paid before the deadline which is generally 45 days prior to the examination schedule announced by DGT. No fee after the deadline set by the DGT shall be accepted. Non-payment of fee shall prevent the student's candidature for the examination.

10.4.2 DGT shall have complete authority in changing the deadline for payment of the examination fee without any consultation with states/ UTs or ITIs.

10.5 Late Fee Charges

10.5.1 Students/ ITIs/States shall ensure payment of examination fee in due time. However, if they fail to adhere to the deadline set by the DGT for examination, late fee charges may apply. In addition, the ITI/State on behalf of the student shall provide proper justification for the non-compliance of the fee payment. DGT upon reviewing justification shall allow the student / ITI/ State to pay the exam fee with additional late fee charge under exceptional circumstances.

10.5.2 Details of late fee charges are provided below

Sl. No.	Date	Amount (INR) in addition to the exam fee per student
1.	Up to 15 days after the deadline	200/-
2.	Up to 30 days after the deadline	500/-

10.5.3 DGT shall have sole discretion in changing the late fee charges without any consultation with states/ UTs and ITIs.

10.6 Refund of Fee

10.6.1 The examination fee once submitted shall not be refunded to the students. However, the student or ITI in special cases may send a proposal to DGT for consideration of refund of fees. DGT upon reviewing the justification and reason shall decide whether the reason is suitable enough to be considered for refund. The final decision to refund the fee shall remain with the DGT.

10.6.2 For example, a refund request can be initiated if the student /ITI has paid the exam fees more than once. Upon producing suitable evidence with the proper justification, the same shall be refunded by DGT in due course of time. Another case of refund could be for a student owing to being sick due to COVID-19 or any similar pandemic disease in future. The student then may apply for refund with proper justification and suitable evidence. DGT in return shall process the refund of the fee in due course of time. However, the student may have an option of retaining the fee with DGT and can use the amount whenever he/she shall sit for supplementary examinations. In this case the student shall produce the payment receipt in advance for him/her to be considered for appearing in the examination.

10.7 Important Instructions related to Exam Fee

10.7.1 Any information related to the examination fee shall be updated on the NCVT MIS portal and it shall be the responsibility of the student or ITI to check the website on a regular basis.

10.7.2 Furthermore, few important instructions shall be always kept in mind of the concerned student/ ITI for the examination fee as per below:

- a) The exam fee once paid, shall neither be adjusted with other exams nor refunded except of the cases mentioned in the Refund of Fee section.
- b) In case excess deduction is made, the same shall be credited to the account from which the transaction was made
- c) In case the amount was deducted, but no acknowledgement receipt was generated, students are requested to wait for 72 hours before rechecking the status of the payment. If the paid status is still not available, then only they are advised to make the payment again.
- d) If the student receives the acknowledgement, they are requested to take a printout of the same or keep the scanned copy of the receipt in order to check for any correspondence related to payment.
- e) Payment of examination fee doesn't guarantee the candidature for examination. The student shall meet all eligibility criteria i.e. session wise marks uploaded on the portal; minimum attendance required has been achieved etc.
- f) Further process of Hall Ticket Generation shall be started only post the deadline of fee submission and shall be made available at least **15 days** before the examination.

Frequently Asked Questions (FAQs)

1. Resolving mechanism for any technical issued faced in NCVT-MIS Portal?

- a. Registration of grievances can be done through sending an email on ncvtmis-msde@gov.in or user can make a call on helpline nos. 0120-4405016/17/18/19/20/21.

While sharing the mail through email, users will require to provide NCVTMIS code/login id of ITI/SPIU and contact number for every complaint.

- b. In order to get information/ orders issued to DGT headquarters, the users can visit NCVT MIS portal and click on 'News and Updates' www.ncvtmis.gov.in

2. Process to issuance of pending legacy data for NTC generation?

For issuance of pending NTC, user shall contact the ITI from where he/she has completed the course. The concerned ITI will forward the data to State Director. State director will have to approve and send the data to DGT for issuance of e-NTC. Furthermore, certificate can be downloaded by ITI and student from NCVT MIS portal once the correction is done by DGT-TT Cell within 15 working days.

3. Procedure for correction of e-marksheet and e-NTC for passed out trainees?

Candidate needs to request their nodal ITI about the correction details, who shall forward the request to the State Directorate. State Directorate representative shall forward the request to DGT-TT Cell for required correction. The candidate shall pay the processing fee as highlighted in section 13.1 upon which the request shall be processed.

4. Will the request for correction in e-marksheet and e-NTC be processed without paying the processing fee?

No request will be entertained if the candidate has not paid the requisite fee for correction.

5. Documents required for submission by the candidates for any change in e-marksheet or e-NTC?

- a. Proper justification is required by the candidate for change in photo which shall be supported by affidavit of concerned principal in terms of how the trainee appeared in exam with wrong photo.

- b. In case of any urgency, candidate needs to provide any document like call letter from any office / department for verification of document etc. along with an application
- c. Candidates may also visit DGT Headquarters in person if deemed necessary with appropriate documents.

6. How to get Dual System of Training (DST) e-NTC?

- a. DST system of examination are conducted through empaneled industries of DGT. For this, hall ticket for examination, declaration of exam result and issuing of marksheet shall be done in consultation with industries.
- b. e-NTC will be issued from DGT by sending the master data on MS excel format to TT Cell DGT.

7. If showing zero marks in marksheet after result declaration?

- a. Candidate may contact the State Directorate for immediate action
- b. Candidate can apply for re-verification / re-totalling of marks for ED & Practical.
- c. Re-verification / Re-totalling of marks for CBT is not allowed as there is no chance of human error.
- d. If in case, there is any change in marks the State Directorate shall upload the ED & Practical marks

8. Who is responsible for uploading of Practical and ED marks for CTS scheme on NCVTMIS portal?

- a. It is the responsibility of the Nodal ITI to upload the ED & Practical marks for CTS scheme on NCVTMIS portal against the Hall Ticket generated for the concerned exam
- b. User may need to contact nodal ITI or State Directorate in this regard

9. How many numbers of attempts can a student be allowed to sit in Supplementary examinations?

The students can sit in supplementary examination up to a maximum of **03 times**, this includes the candidate being absent in the supplementary examinations as and when scheduled by DGT.

10. When will the detailed schedule of examination be made available?

The detailed trade wise schedule with eligible students shall be made available atleast 60 days prior to the commencement of examination.

11. Can a student be eligible to sit in examination if his formative assessment / sessional marks are not uploaded on NCVT MIS portal?

No, the candidate's sessional marks/ formative assessment should be uploaded on the NCVT MIS portal in order for him to be eligible for sitting in examination.

12. Can a student sit in examination if he has short attendance?

The student cannot sit in examination if he/she has short attendance. However, in case of short attendance details have been provided in section 5.2

13. Is there a provision for allowing scribe for visually impaired trainees?

Yes, please refer section 4.5

14. Is a student allowed to sit in examination without NCVTMIS generated Hall Ticket?

No, the candidate to be eligible to sit in any examination conducted by DGT, a valid NCVTMIS generated Hall Ticket is mandatory.

15. What are the permissible and barred items during the examinations?

Permitted items: -

- ✓ Admit Card / Hall Ticket issued from DGT / NCVTMIS portal
- ✓ Stationery items like transparent pouch, geometry box/ pencil box/ blue or black ink pen, Ball point pen, Scale, eraser, Watch and transparent water bottle
- ✓ Metro Card, Bus pass, Rail pass, ATM card, Bank passbook, Electronic hotel key

Barred items: -

- ✓ Any stationery items such as textual material printed, bits of paper, calculators, pen drive, log table (log table shall be provided by exam centre if required), electronic pen, scanner, camera etc.
- ✓ Any communication device such as mobile phone, Bluetooth earphone, microphone, pager, health band, camera etc.
- ✓ Any eatable item, open and packed, except for diabetic candidates
- ✓ Any other item which would be used for unfair means.

16. Is the eligibility for supplementary candidates same as the main/regular exams of AITT?

Yes

17. Can anyone verify the e-NTC and e-marksheet online?

Yes, all the contents of the e-NTC and e-marksheet can be verified for authenticity by the process of online verification through scanning the QR code printed above on the e-NTC and e-marksheet.

The verification of e-NTC can also be done by visiting DGT's web portal (<https://ncvtmis.gov.in/Pages/Certification/Validate.aspx>) and entering the e-certificate number.

The verification of e-marksheet can also be done by visiting DGT's web portal (<https://ncvtmis.gov.in/Pages/Marksheet/Validate.aspx>) and entering the roll number. In this case, you are therefore requested to verify the said e-NTC and Mark sheets online at your end as per the methods mentioned.

18. Can anyone request for duplicate mark sheets or e-NTC?

- i. Yes, the candidates can request for duplicate marksheets or certificate with paying the requisite processing charges. Post which they shall contact their ITIs or State Directorate, who will send the request to the TT Cell for online generation of duplicate marksheet or certificate as required.
- ii.
- iii.
- iv. For private candidates, only those candidates working in Establishments implementing Apprenticeship training programme would be allowed to appear in the trade test under CTS as private candidates. However, suitable test for experienced candidate working in teaching / training / institute other than ITIs and in various government departments not implementing apprenticeship training scheme may be conducted under the aegis of SCVTs and those who qualify these tests may be allowed to appear in AITT as private candidates.
- v. The candidates who possess a minimum of 5 years' experience in the relevant trade shall be considered eligible for appearing in the AITT under the CTS as private candidates. The experience so acquired should be on full time basis. There shall be no relaxation in the minimum prescribed qualifications for a particular trade for appearing as private candidates. However, vocational instructors sponsored by State Governments may be allowed to appear in AITT under CTS as private candidate provided they possess a minimum of 5 years of Industrial/teaching experience in the relevant trade and minimum prescribed educational qualifications.

7.4 RULES FOR CHANGE OF TRADE

- a. For trades having 06 months duration, change of trade shall not be permitted
- b. For trades having 01 year duration, change of trade may be allowed by the Head of the Institution but not later than _____ of that academic session.
- c. For trades having 02 years duration, change of trade only in the 1st year may be allowed by the Head of the Institution but not later than _____ of that academic session.
- d. No trainee shall be permitted to change his trade after passing the 1st year
- e. Notwithstanding anything contained in the rules _____ Chairman shall have the powers to allow a change in trade in 1st year/2nd year, as the case may be, to avoid undue hardship to the trainee provided such a request for change is made before _____

7.5 HOLDING OVER OF FEES

The _____ may hold over the examination fee paid by a candidate for the next examination provided:

- a. the candidate absented himself from whole of the examination on account of-
 - i) his illness
 - ii) loss of mother/father etc.
 - iii) circumstances beyond control of the candidate
 - iv) any other reason to the satisfaction of the authorities
- b. request for holding over of the fees should be received by the _____ from the candidate within fifteen days of the commencement of the examination with satisfactory documentary evidence proving the reason for the absence.
- c. Decision of the Chairman for holding over of the fees shall be final.
- d. Fees once held over under this byelaw for the next examination may continue to be held over under similar circumstances for the year following the next, but in no case for more than two consecutive years.
- e. Fees once held over under the above byelaw shall in no case be refunded.

7.6 REFUND OF FEES

- a. The _____ may refund, on application, the examination fee of a candidate who may be declared ineligible to appear at the examination by the authorities concerned or whose admission is disallowed on account of shortage of the required percentage of attendances, provided such an application is received in

the office of the _____ within one month of the date of the commencement of the examination.

- b. The fee of a candidate, whose form of application has been rejected on account of the candidate's producing a false certificate making a false statement in the application, shall in no case be refunded.
- c. The fee of a candidate who dies before the commencement of the examination may be refunded by the _____ in full, provided that the application for the same is made within one month after the date of commencement of the examination.
- d. In the case of a regular candidate, the refund will be made to the parent or guardian of the candidate through the Head of the Institution. In the case of a private candidate, the refund will be made to the parent or guardian mentioned in the form of application for the examination.

7.10 It shall be obligatory on the part of Institutions to provide teachers for conduct of Examinations and for evaluation of scripts **Appointment of External Examiner for the Practicals**

- i. For the purpose of Practical exams, an external examiner over a group of 20 trainees of a trade will need to be deputed. The external examiner will oversee and assess practical exam as per the paper and marking scheme set by the CoE.
- ii. State/ UT Directorate shall prepare a panel of examiners. State Director may also appoint Chief Examiner for moderation of examination.
- iii. The examiner called for evaluation should have minimum technical qualification of a B.E./ B.Tech. / diploma in respective engineering/non-engineering discipline. In case, sufficient diploma holders are not available, then instructor having qualification of NTC with minimum 3 years teaching experience may also be appointed as Examiner.
- iv. All external examiner to be appointed shall be registered on NCVT MIS portal by State/UT Directorates/ NSTIs before the stipulated deadline given by the TT Cell. No external examiner shall be allowed if they are not registered on the portal.
- v. Same external examiner cannot take examination for more than 2 units in practical examination of concerned trade i.e. at least 1 external examiner must be appointed for every 2 units of trainees appearing for examination.
- vi. The appointment letter indicating registration of Examiner on NCVT MIS portal must be issued to examiner by State Directorate specifying the schedule of examination, name of trade and address of the exam centre.
- vii. The external examiner must carry copy of appointment letter on the day of examination along with Government issued photo id such as Aadhaar, PAN, Voter ID etc.
- viii. External Examiner will evaluate the job (for Practical) as per Evaluation Criteria, which will be provided on the same day of examination by TT CELL (DGT)/State Directorates/NSTIs
- ix. Invigilator on duty should ensure that the trainee fills all the details correctly like Roll Number (as per Admit Card/ Hall Ticket), Year, Paper etc. in prescribed place. The wrong entry of data may affect the result of that paper.
- x. The examiner should report at exam centre at least 01 hrs prior to commencement of examination and report to exam centre incharge.

- xi. The examiner should get semester / year wise list (attendance sheet) of trainees having photograph of the trainee from exam centre in-charge.
- xii. The examiner should evaluate the job prepared and operation performed by the trainee during execution of job.
- xiii. Duly filled-in and signed copy of detail of marks obtained by the trainee should be uploaded on the mobile application or any other medium as provided by DGT on the same day and also submit to District Nodal Govt. ITI and a copy of the same duly received by the nodal ITI should be retained by examiner.
- xiv. The remuneration to examiner shall be INR 1150 per day, this shall be paid by the TT Cell directly into the bank account of the examiner as per the details uploaded by him/her during registration process.
- xv. It is the responsibility of the exam officials to also check before the examination that all the arrangements including devices, equipment, seating etc. are in proper place and working for a hassle-free examination. Key examination officials include:

Progress Card (First year)											
Name of the Trainees/Apprentice											
Registration No.				ITI/Establishment							
Date of Admission				Trade							
Date of Leaving				Educational qualification							
Monthly Test											
Monthly Assessment	Practical	Theory (10)	WCS	ED	TOTAL	Attendance	Trade Instructor's Initial	Drg, Instructor's Initial	Math Instructor's	G I's In	Remarks

	Progress Card (First year)									
	(50)		(5)	(1 0)	(7 5)				Initial	iti al
Month I										
Month II										
Month IV										
Month V										
Month VII										
Month VIII										
Month X										
Grand Total										

- a) The trainer shall prepare a report for every assessment observation monthly and a copy of this will be placed as evidence in the candidate's portfolio. Below is the format which is maintained as progress card basis on applicability of engineering and non-engineering trades. In case of CITS scheme, the trainee needs at least 60% marks in the training year. The formative assessment is done throughout the training period and the marks of all internal assessment for the year should be uploaded in the NCVT MIS portal as per the template. A total of 200 marks are allocated for formative assessment for all Engineering trades, Draughtsman Group of Trades, Non-Engineering trades and Beauty & Wellness Sector along with Travel & Tourism sector trades.

Further, session wise marks and attendance should also be assessed quarterly for each trainee as per the below format

Quarterly assessment of attendance							
	Attendance during the quarter	Loss of trainin	Extra hours suggeste	Progres s on loss of	Conduc t	GI's Initia l	Principal' s Initial

			g any	if d make up	to training			
Quarter	Actual	Possible %						
I								
II								
III								
IV								
Quarterly assessment of Session wise marks								
Quarter	Practical (100)	Theory (20)	WCS (10)	ED (20)	Total (150)	Conduct	GI's Initial	Principal's Initial
I								
II								
III								
IV								
General remark if any								