

No.MSDE-18011/08/CTS/CTS/Dec-21/2021-TTC  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

Employment Exchange Building, Library Avenue,  
PUSA Campus, New Delhi, Dated 17<sup>th</sup> November, 2021

To

- (i) All the Directors of State Directorates (Dealing with Craftsmen Training Scheme).  
(ii) All the Principal of NSTIs / NSTI (W), DGT, MSDE.  
(iii) All Regional Directors, RDSDE, DGT, MSDE.

**Subject: - Activity schedule for Generation of Hall Tickets for AITT under CTS (Annual System) for the subjects of Practical, ED and theoretical (CBT mode) is to be held in December, 2021 for the following:**

1. Regular Trainees annual system (Session 2019-2021 2<sup>nd</sup> Year)-CBT,ED & Practical
2. Regular Trainees annual system (Session 2020-2022 1<sup>st</sup> Year)- Only ED & Practical
3. Regular Trainees annual system (Session 2020-2021 1 Year & 6-month) -CBT,ED & Practical

Sir/Madam,

As discussed in the preparatory meeting with states held on 08.11.2021 for CTS examination, it is informed that AITT under CTS exam (Annual System) is proposed to be held in December, 2021 from 13/12/2021. To ensure the issuance of hall ticket to all eligible trainees through NCVT MIS Portal, the activities for hall ticket generation has to be completed by concerned ITI/SPIU on NCVT portal as per **activity schedule and time table is enclosed herewith as annexure-A.**

2. In view of the above, you are requested to strictly follow the specified dates as per Annexure-A and ensure entry of hall ticket eligibility criteria i.e. Sessional marks / Formative Assessment marks, Examination Fees and Attendance of trainees by the concerned ITIs under your control, so that hall ticket generated from NCVT MIS Portal can be provided to all the eligible trainees well in advance. Please follow the instructions attached as **Annexure-B** for details. **Candidates without NCVT MIS portal generated Hall Ticket shall not be allowed to appear in Practical and ED exam.**

3. The theoretical examinations for Trade Theory, Employability Skills and Workshop Calculation & Science (in CBT mode) shall be conducted from 20/12/2021. Further, as per order MSDE-19/01/(03)2019-CD dated 8<sup>th</sup> May 2020, Employability Skills subject will be conducted for 2<sup>nd</sup> year of 02 year trade also. In addition, states have to collect the CBT examination fee i.e., **INR 376/-** per candidate and have to make the payment to DGT/NIMI. The examination duration for CBT shall be as per **Annexure- C.**

4. All concerned should ensure to follow Govt. Guidelines and SoP regarding safety of staff and trainees from Covid19 during exams, as issued from time to time.

S.H.B.

Contd. 1/2

5. All complaints to be handled by raising tickets with NCVT MIS PORTAL as mentioned in Para II of **Annexure 'D'**. No direct phone calls shall be entertained in this regard
6. CBT examination for regular trainees of Ist year of 02 year trade annual system (Session 2020-2022, shall be conducted at a later stage.

Your sincere cooperation is solicited.

Yours Sincerely



**(Controller Of Examination)**

- Encl.: Annexure 'A' - Schedule of hall ticket activity.  
Annexure 'B' - Programme for AITT under CTS for Annual System  
Annexure 'C' - Examination Timings for Theoretical subjects (in CBT mode)  
Annexure 'D' - Instructions for technical help.

Copy to:

1. PS to Secretary, MSDE
2. Sr. PPS to DG(T)
3. Head IT ,DGT
4. Dir TC section

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**Annexure 'A'****Schedule of hall ticket activity is as follows:**

Sl. No	Activities to be performed	Duration (All States)	Activities to be done by																
1.	Upload the details as given below: - <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Session of the trainees</th> <th>Attendance</th> <th>Formative Assessment Marks</th> <th>Exam fees*</th> </tr> </thead> <tbody> <tr> <td>i. Regular Trainees annual system (Session 2019-2021 2<sup>nd</sup> Year)</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>ii. Regular Trainees annual system (Session 2020-2022 1<sup>st</sup> Year)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>iii. Regular Trainees annual system (Session 2020-2021 1 Year Trade &amp; 6-month trade)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Session of the trainees	Attendance	Formative Assessment Marks	Exam fees*	i. Regular Trainees annual system (Session 2019-2021 2 <sup>nd</sup> Year)	Yes	Yes	Yes	ii. Regular Trainees annual system (Session 2020-2022 1 <sup>st</sup> Year)				iii. Regular Trainees annual system (Session 2020-2021 1 Year Trade & 6-month trade)				19.11.2021 to 27.11.2021	By Principal of ITI as per attached schedule.
Session of the trainees	Attendance	Formative Assessment Marks	Exam fees*																
i. Regular Trainees annual system (Session 2019-2021 2 <sup>nd</sup> Year)	Yes	Yes	Yes																
ii. Regular Trainees annual system (Session 2020-2022 1 <sup>st</sup> Year)																			
iii. Regular Trainees annual system (Session 2020-2021 1 Year Trade & 6-month trade)																			
2.	Upload of centre mapping and generation of Hall Tickets through NCVT MIS Portal for Annual system.	28.11.2021 to 02.12.2021	By State Directorate																
3.	Downloading of Hall Ticket from NCVT MIS Portal and issue to eligible trainees for Annual system.	04.12.2021 to 09.12.2021	By Principal of ITI/Trainees																

\* Exam Fees submitted for Practical / ED &amp; CBT subjects

States to collect the fee for ED, Practical and CBT from ITIs. Hall ticket of CBT will be generated only after paying CBT fees to DGT as per notified medium at a later stage

**NOTE: - There is no Extension of above-mentioned dates and action has to be completed well in time.**



No.MSDE-18011/08/CTS/CTS/Dec-21/2021-TTC/Efile-44186,Dated 17<sup>th</sup> Nov 2021

**PROGRAMME FOR ALL INDIA TRADE TEST (AITT) UNDER CRAFTSMEN TRAINING SCHEME (CTS) FOR PRACTICAL AND ENGINEERING DRAWING TO BE HELD IN THE MONTH OF DECEMBER, 2021.**

**ANNUAL EXAMINATION ADMITTED IN**

- 1. REGULAR TRAINEES ANNUAL SYSTEM (SESSION 2019-2021 2<sup>nd</sup> YEAR of 02 YEAR TRADE**
- 2. REGULAR TRAINEES ANNUAL SYSTEM (SESSION 2020-2022 1<sup>st</sup> YEAR of 02 YEAR TRADE**
- 3. REGULAR TRAINEES ANNUAL SYSTEM (SESSION 2020-2021 01 YEAR TRADE & 06 MONTH TRADE**  
**(LUNCH BREAK FROM 01:00 PM TO 01:30 PM FOR Practical Examinations only)**

Date	Day	Time of Commencement	ANNUAL EXAMINATION	
			Year	All Trades of One Year duration/Two Year duration
13.12.2021	Monday	10:00 AM	I	<b>PAPER-IV</b> (Engineering Drawing) for all trades (For trainees of 01 year duration trades admitted in Session August 2020)
		02:30 PM	II	<b>PAPER-III</b> (Engineering Drawing) for all trades
14.12.2021 15.12.2021	Tuesday Wednesday	09:30 AM	I	<b>Trade Practical</b> for all trades (For trainees of 01 year duration trades admitted in Session August 2020)
16.12.2021 17.12.2021	Thursday Friday	09.30 AM	II	<b>Trade Practical</b> for all trades



(Controller Of Examination)

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Annexure 'C'

**Timings of Theoretical Papers in CBT mode is as follows:**

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

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	1 <sup>st</sup> Year / 2 <sup>nd</sup> Year	50	100	2 Hours
WCS + ES	1 <sup>st</sup> Year Engg. / 2 <sup>nd</sup> Year Engg.	25 + 25	100	2 Hours
ES	1 <sup>st</sup> Year Non-Engg. / 2 <sup>nd</sup> Year Non-Engg.	25	50	1 Hours

Note:

- (i) Trade Theory will be conducted in one go without any breaks.
- (ii) ES and WCS will be conducted in one go without any breaks in between.

S.T.O.

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Annexure- 'D'

Technical Help

- (a) **Modes of Communication:** A user can communicate with the helpdesk in three ways: -
- (i) **Phone Number:** - Executives shall manage dedicated landline numbers. Where a user can call and log his issue. Any call made at the helpdesk shall be logged in the ticketing system (HP ASM) along with the action taken and solution provided.
- (ii) **Email:** - A user can also email to the helpdesk the helpdesk shall respond to the emails received, log a ticket, and record the action and the solution provided (if any) for such email.
- (iii) **User logs tickets through HPSM user portal:** - This functioning where a user can login with dedicated user id and password in HP ASM Tool and log a complaint, now a days this option is being used mostly and helpdesk team get notification for each new ticket logged and start working.

**HPSM User Portal:** - <http://help.ncvtmis.gov.in/sm/ess.do/>

**First time login without password.**

- (iv) Mock tests shall be available at NIMI portal for the acquaintance/ help of trainees.



(Controller Of Examination)

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MSDE (DGT)-19/02/2018-CD (11)  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 28<sup>th</sup> August, 2019

To

The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs  
The Directors, NSTIs, NSTI(W) & RDSDEs

Subject: Implementation of revised Curricula of Employability Skills under Craftsmen Training Scheme (CTS) w.e.f August, 2019 admission.

Sir/Madam,

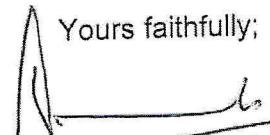
This is to inform that meeting of Recommendation Committee on Norms & Courses was held on 28<sup>th</sup> May, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **enhancement of duration and contents for Employability Skills under CTS /ATS as an agenda no. 11 was discussed.**

Committee approved to enhance duration of curricula of Employability Skill from 110 hrs to 160 hours for 1st year of all CTS/ATS trades and also to develop additional 80 hrs web based module for 2<sup>nd</sup> year.

Accordingly, training hours has been enhanced from 110 hrs to 160hrs. In addition to trainees for 2<sup>nd</sup> year training have to taught 80 hrs web-based Employability Skills module.

The detailed curricula of the subject '**Employability Skills**' (1<sup>st</sup> year) is available on DGT weblink <https://dgt.gov.in/order-circulars> and content alongwith facilitated manual developed by NIMI is available on Bharat Skills portal. Web-based Employability Skills module of 80 hrs are under development by NIMI for the 2<sup>nd</sup> year trainees. This curricula will come into force w.e.f session starting August, 2019.

Yours faithfully;

  
(Deepankar Mallick)

Deputy Director General (C, P & Admn)

Copy to (for information):

- Sr. PPS DG/AS, DGT, MSDE
- The Directors at DGT (HQ), New Delhi,
- Director TT Cell, DGT(HQ) may please include this curricula for examination of subject Employability Skills.
- Director -CSTARI & NIMI

  
(G. Giri)

Joint Director (CD & Strive)