

No. MSDE- 18011/08/CTS/Jan-19/2018-TTC  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training

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Employment Exchange Building, Library Avenue,  
PUSA Campus, New Delhi, dated 31<sup>st</sup> December, 2018

To

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NSTI/ NSTI(W)-Mumbai, Bengaluru, Thiruvananthapuram, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur, Vadodara, Shimla, Mohali, Agartala, Trichy, Patna and Noida.

**Subject:- Guidelines for OMR based All India Trade Test (Semester System) under Craftsmen Training Scheme (CTS)- commencing from 21.01.2019 to 05.02.2019 for State Directors, Trade Testing Centres and Trainees for Semester I/II/III/IV- regarding.**

Sir,

The All India Trade Test for Semester- I/II/III/IV and Conventional system under CTS is scheduled to be held from 21<sup>st</sup> January, 2019 to 05<sup>th</sup> February, 2019. Trade Testing Cell (TTC) has worked out on various modalities for smooth conduct of examination.

As you are aware that the Theory subject papers for all the semesters are objective type except Engineering Drawing Paper which is subjective type in 2<sup>nd</sup> Semester and onwards. The objective type question papers are to be answered on OMR sheet supplied by DGT as per indent received from State Directors. The packets of OMR sheets will be sent to the respective State Directorates for further distribution of OMR sheets to the trade testing centres under their control and they will collect the OMR sheets after the exams within two days from the examination centres.

**IMPORTANT POINTS:-**

- a) Trainee without NCVT MIS generated Hall Ticket is not allowed to appear in exam.
- b) There will be more than one set of question paper in AITT under CTS, January/February, 2019. The Trade Theory paper of trade Fitter, Electrician, Electronic Mechanic and Computer Operator Programming Assistant (COPA) of Semester-I/II/III/IV will have 04 sets of question papers i.e. Booklet series A, B, C & D.
- c) Trainees must mark booklet series in OMR i.e. A, B, C & D.
- d) Distribution of question paper having booklet 'A' series will be given to first trainee, 'B' will be for second trainee, 'C' will be for third trainee and 'D' will be given for fourth trainee and again this pattern of distribution may be followed for all the trainees.
- e) There will not be any negative marking for wrong answer.
- f) Check NEWS & UPDATES daily on NCVT MIS Portal for latest information regarding AITT January/February, 2019 examination.
- g) Invigilator on duty may ensure that the trainees fill all the correct details like roll no., semester, paper, booklet series etc. in prescribed place on OMR sheet.

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1. QUESTION PAPERS for Engineering and Non-Engineering trades under semester system:-

Semester-I

- There will be a common theory paper for the trades given below in Semester-I (Annexure-A).
  - (i) Mechanic Diesel (17/201), Mechanic (Tractor) (18/202), Pump-Operator-Cum-Mechanic (24/205), Mechanic Auto Electrician & Electronics (203), Mechanic Motor Cycle (204) (05 trades).
  - (ii) Welder (Gas & Electric) (29/212), Welder (GAW & GTAW) (268), Welder Pipe (269), Welder Structural (270), Welder (Welding & Inspection) (271), Welder (Fabrication & Fitting) (272) (06 trades).
  - (iii) Electrician (33/231), Electroplater (35/233), Lift Mechanic/Lift & Escalator Mechanic (41/234), Wireman (70/232) (04 trades).
  - (iv) Electronics Mechanic (34/219), Mechanic Consumer Electronics/Mechanic Consumer Electronics (49/273), Technician Power Electronics System (265) (03 trades).
  - (v) Mechanic Agriculture Machinery (47/216), Mechanic Motor Vehicle (55/215) (02 trades).
  - (vi) Textile Wet Processing Technician (64/237), Weaving Technician (69/238) (02 trades).
  - (vii) Tool & Die Maker (Dies & Moulds) (65/228), Tool & Die Maker (Press Tools, jigs and Fixtures) (66/229) (02 trades).
  - (viii) Mechanic Auto Body Repair (266), Mechanic Autobody Painting (267) (02 trades).
  - (ix) Question paper for trade code 22, 30, 38, 40, 44 will have common paper for syllabus of 2013 & 2015.
- There will be a common paper of **Workshop Calculation & Science and Engineering Drawing** for all Engineering Trades in Semester-I on the basis of entry qualification 8<sup>th</sup> pass and 10<sup>th</sup> pass for both one year and 2 years duration trades except the trade Architectural Draughtsmanship. The W/sh. Cal. & Sci. and Engg. Drawing paper is separate and trade specific for trade Architectural Draughtsmanship, trade code 241 (Annexure-B).

Semester-II

- There will be a common paper of **Workshop Calculation & Science and Engineering Drawing** for all Engineering Trades in Semester-II on the basis of entry qualification 8<sup>th</sup> pass and 10<sup>th</sup> pass for both one year and 2 years duration trades except the trade Architectural Draughtsmanship. The W/sh. Cal. & Sci. and Engg. Drawing paper is separate and trade specific for trade Architectural Draughtsmanship, trade code 241 (Annexure-B).

Semester-III/IV

**NOTE:-** There will be grouping of trades on the basis of revised syllabus in year 2015 for W/Sh. Cal. & Sci. and Engg. Drawing Paper (Annexure-A) including Chemical Plant group of trades.

FOR NON-ENGINEERING TRADES

There will be a common theory paper for the given below trades in Semester-I only:-

- Secretarial Practice (English) (125/258), Stenographer & Secretarial Assistant (English) (126/259) (02 trades).
- Sewing Technology (99/247), Dress Making (103/248) (02 trades).

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## GENERAL GUIDELINES

- All the **objective type** papers are to be answered on given OMR Sheet. Sample OMR Sheet is enclosed.
- The OMR sheets will be sent directly to the State Directorates at least 15 days before the commencement of OMR based examination not alongwith the question papers.
- In AITT under CTS, January/February, 2019 Trade Theory paper of Trade Fitter, Electrician, Electronics Mechanic and Computer Operator Programming Assistant (COPA) for Semester-I, II, III & IV will have **04 sets of question papers i.e. Booklet Series A, B, C & D.** Candidates & Invigilators are advised to ensure marking of booklet series in OMR.
- There is a common paper for 63 trades revised in August, 2013 and revised by Mentor Council in August, 2014 as already intimated vide letter no. MSDE-18011/2/2014-TTC (Semester System)-TTC(Pt.) dated 03.09.2015.
- The subject **Employability Skills** will be covered as per DGT letter No. DGET-19/17/2010-CD-Pt. dated 28<sup>th</sup> November, 2013 in Semester-I/II. There will be no paper for **Employability Skills** for Semester-III/IV.
- **Second Semester** onwards the exam in the subject **Engineering Drawing** for all the Engineering trades shall be of conventional type with four hour duration and maximum marks 75 (to be attempted on Drawing Sheet).
- Trade Name, Trade Code, Trade Subject, Paper-I/II/III, Part-A/B, Semester-I/II/III/IV, Booklet Series A, B, C, D, maximum marks and exam duration shall be mentioned on the top of question paper.
- Evaluation of OMRs shall be carried out by the agency selected for the purpose by DGT.

## 2. INSTRUCTIONS TO STATE DIRECTORATES:-

1. For the trades Steno (English), Steno (Hindi) and Secretarial Practice etc. and such other similar trades; there will be only two papers:-
  - (i) Trade Theory + Employability Skills and
  - (ii) Trade Practical as given in the syllabus.
2. For the Non-Engineering Trades "Cane Willow" and "Bamboo Worker/Weaving of Woollen Fabrics; there will be two papers:-
  - (i) Trade Theory + Employability Skill and
  - (ii) Trade Practical as given in the syllabus.
  - (iii) No paper shall be held in Workshop Calculation & Science and Engineering Drawing, hence forth in above mentioned Non-Engineering trades.
3. Trade codes are unique for each trade and are same as in previous examinations. However, the trade syllabi revised by Mentor Council w.e.f. August, 2014 and their codes are starting from 201 to 283 for the students who admitted in August, 2014. There will be common paper for the trainees admitted in August, 2013 and August, 2014 for corresponding trade and trade codes will be like 6/210, 7/206/ 9/214 and so on the question paper.
4. Sealed question papers packets shall be sent to authorized Banks/ Police Station/ Treasury at the addresses provided by the State Directorates, one week before the date of exam.
5. Bill of Material would be sent by password protected E-mail to State Directorates for onward transmission to concern ITIs.
6. Bank Guidelines and OMRs shall be sent to State Directorates.
7. DGT had faced lot of problems in identifying the correct OMR sheet for concerned trainee due to incorrect filling of Roll No., Trade Code, Semester, Paper, Session etc. by the trainees which resulted in considerable delay in evaluating the OMR sheets correctly. State Directorate may ensure that data is filled in OMR sheet correctly by the trainees. Special care should be taken while filling roll nos. and trade code as mentioned in hall tickets generated from NCVT MIS Portal.

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

1. The **OMR Sheets** shall be distributed half an hour before the examination time so that trainees can fill all the details correctly in the given time.
2. There is a **single colour of OMR** sheet for all Semesters.
3. The Question Papers will be **bilingual** i.e. **Hindi, English** and 11 regional languages i.e. Bengali, Odia, Tamil, Malayali, Kannada, Gujarati, Marathi, Telugu, Punjabi, Urdu, Assamese.
4. The **general instructions** in OMR sheet are **bilingual**.
5. In the event of non-receipt of regional language paper, invigilator would follow the direction(s) issued vide DGET-19/01/2014-CD (Part-II) dated 20.02.2014 for the trainees to understand in vernacular language.
6. The Chairman of Trade Testing Centres or the Principals of ITI must sensitize the bank(s) regarding exam and its schedule, Bank guidelines and the collection schedule of packets. They also should be in touch with the authorized bank from time to time.
7. The Chairman of Trade Testing Centres or the Principals of ITIs must sensitize the candidates before the start of exam, about objective type papers and booklet series-A, B, C & D in trade Fitter and Electrician.
8. It is observed that the very high numbers of trainees committed mistakes while filling details in OMR sheet like wrong roll no., Semester, Trade and Paper etc. which results in non-declaration of result. Invigilator may be sensitized to check all these critical entries before making signature on OMR sheet.
9. **IMPORTANT:- For theoretical subjects exams whether OMR / ONLINE and Engineering Drawing exam, the trainees from same ITI should be seated on random seating order in random rooms. They should not be allowed to sit in the same room. Also, the trainees of same trade should not be allowed to sit on the same desk.**

### 4. INSTRUCTIONS TO TRAINEES:-

**USE ONLY NCVT-MIS ALLOTTED ROLL NUMBER AND TRADE CODE PRINTED ON ADMIT CARD:-**

- a) Go through the instructions contained in the above guidelines and keep visiting the website i.e. [dget.gov.in](http://dget.gov.in) and NCVT MIS Portal for any information.
- b) In the Objective type questions, marks will be given to the attempted questions only. No marks will be deducted for questions which are not attempted. **There will not be any negative marking for wrong answer.**
- c) Use half an hour extra time given before the exam to go through the OMR Sheet contents. Fill it correctly.
- d) You must correctly fill your 14 digits roll no., Semester, Trade Code & Trade Name as mentioned in hall ticket generated from NCVT MIS Portal and Booklet Series in OMR Sheet. In case of wrong filling of OMR, the result will not be declared.
- e) Second Semester onwards Engineering Drawing paper will be as conventional pattern and has to be attempted on drawing sheet for 75 marks and 03 hours duration (**NOT NIMI PATTERN**).
- f) All the trainees of non-engineering trades in Semester-II will write only Part-B (**Employability Skills**). They will not fill Part-A (**Workshop Calculation & Science**).
- g) Use **Black Ball Point pen** only for filling OMR Sheet.
- h) The booklet series to be mentioned is "A" except Fitter and Electrician trade. In case of Fitter and Electrician, the booklet series to be mentioned is A, B, C & D.

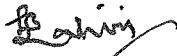
Contd.....5/-

- i) The examination duration of theoretical papers in objective MCQ type question paper examination in OMR based / online examination for trainees under CTS question paper having 50 to 75 MCQ type questions is hereby reduced to 02 hours in place of 03 hours, duration of question paper having 25 MCQ type question is reduced to 01:30 hours in place of 03 hours and the duration of Engineering Drawing paper is reduced to 03 hours in place of 04 hours. There is no change in duration of practical exam.
- j) The Trainees are allowed to use calculator during exam.
- k) *For any other clarification, the trainees may check from concerned ITI 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.*

5. **Problems faced by trainees in exam:-** It has been observed that trainees filled wrong data in OMR due to the ignorance of the invigilators and staff deputed at the trade testing centres who communicated the wrong trade code and other information to the trainees because Some of the staff on exam duty may not be much familiar with the subject, trade codes and Craftsmen Training Scheme. **Fill the roll no., trade name, trade codes, paper and semester as mentioned in hall ticket generated from NCVT MIS Portal.**

In view of above, you are requested to arrange a one day awareness training programme for the staff who will be deputed to conduct the exam in intercolleges, Schools, Polytechniques and Engineering Drawing in respect of Semester, subjects, trade codes, Booklet series and Craftsmen training scheme. State Directorate may also give wide publicity among the trainees, instructors and invigilator on exam duty to avoid mistakes.

Yours faithfully

  
(S. D. Lahiri)  
DDG (T&E)

S. No.	Sem	Subject
1	III & IV	Trade Groups
		Attendant Operator (Chemical Plant) (30), Instrument Mechanic (Chemical Plant) (38), Laboratory Assistant (Chemical Plant) (40), Maintenance Mechanic (Chemical Plant) (44)
		Draughtsman Civil (31/217), Draughtsman Mechanic (32/224), Fitter (36/227), Machinist (42/222), Machinist Grinder (43/223), Mechanic Agriculture Machinery (47/216), Mechanic Machine Tool Maintenance (52/225), Mechanic Motor Vehicle (55/215), Mechanic RAC (56/218), Operator Advance Machine Tool (58/226), Tool & Die Maker (Dies & Moulds) (65/228), Tool & Die Maker (Press Tools, Jigs & Fixtures) (66/229), Turner (67/221), Refractory Technician (274)
		Electrician (33/231), Electroplator (35/233), Lift Mechanic/ Lift & Escalator Mechanic (41/234)
		Electronic Mechanic (34/219), Mechanic Consumer Electronics/ Mechanic Consumer Electronics (49/273), Technician Power Electronics System (265)
		Instrument Mechanic (37)
		ITESM/ICTSM (39/220), Information Technology (277)
		Marine Fitter (45)
		Mechanic Computer Hardware (48)
		Mechanic-Cum-Operator Electronics Communication System (50)
		Mechanic Industrial Electronics (51)
		Mechanic Mechatronics (53)
		Mechanic Medical Electronics (54)
		Mechanic Radio & T.V. (57)
		Painter General (59)
		Radiology Technician (60)
		Spinning Technician (61/235), Textile Wet Processing Technician (64/237), Weaving Technician (69/238)
		Surveyor (62)
		Textile Mechatronics (63/236)
		Vessel Navigator (68)
Wireman (70/232)		
Mechanic RAC Plant (275)		
Civil Engineer Assistant (284)		

S. No.	Sem	Subject
1	III & IV	Trade Groups
		Attendant Operator (Chemical Plant) (30), Instrument Mechanic (Chemical Plant) (38), Laboratory Assistant (Chemical Plant) (40), Maintenance Mechanic (Chemical Plant) (44)
		Fitter (36/227), Machinist (42/222), Machinist Grinder (43/223), Mechanic Agriculture Machinery (47/216), Mechanic Machine Tool Maintenance (52/225), Mechanic Motor Vehicle (55/215), Mechanic RAC (56/218), Operator Advance Machine Tools (58/226), Tool & Die Maker (Dies & Moulds) (65/228), Tool & Die Maker (Press Tools, Jigs & Fixtures) (66/229), Turner (67/221), Refractory Technician (274)
		Electrician (33/231), Electroplator (35/233), Lift Mechanic/ Lift & Escalator Mechanic (41/234)
		Electronic Mechanic (34/219), Mechanic Consumer Electronics/ Mechanic Consumer Electronics (49/273), Technician Power Electronics System (265)
		Instrument Mechanic (37)
		ITESM/ICTSM (39/220), Information Technology (277)
		Marine Fitter (45)
		Mechanic Computer Hardware (48)
		Mechanic-Cum-Operator Electronics Communication System (50)
		Mechanic Industrial Electronics (51)
		Mechanic Mechatronics (53)
		Mechanic Medical Electronics (54)
		Mechanic Radio & T.V. (57)
		Painter General (59)
		Radiology Technician (60)
		Spinning Technician (61/235), Textile Wet Processing Technician (64/237), Weaving Technician (69/238)
		Textile Mechatronics (63/236)
		Vessel Navigator (68)
		Wireman (70/232)
Mechanic RAC Plant (275)		

S. No.	Sem	Subject	Trade Groups
1	I	Common files Group (theory & practical)	Mechanic (Diesel) (17/201), Mechanic (Tractor) (18/202), Pump -Operator-Cum-Mechanic (24/205), Mechanic Auto Electrician & Electronics (203), Mechanic Motor Cycle (204)
			Welder (29/212), Welder (GWAW & GTAW) (268), Welder Pipe (269), Welder Structural (270), Welder (Welding & Inspection) (271), Welder (Fabrication & Fitting) (272)
			Electrician (33/231), Electroplator (35/233), Lift Mechanic/Lift & Escalator Mechanic (41/234), Wireman (70/232)
			Electronics Mechanic (34/219), Mechanic Consumer Electronics/Mechanic Consumer Electronics (49/273), Technician Power Electronics System (265)
			Mechanic Agriculture Machinery (47/216), Mechanic Motor Vehicle (55/215)
			Textile Wet Processing Technician (64/237), Weaving Technician (69/238)
			Tool & Die Maker (Dies & Moulds) (65/228), Tool & Die Maker (Press Tools, Jigs & Fixtures) (66/229)
			Sewing Technology (99/247), Dress Making (103/248)
			Secretarial Practice (English) (125/258), Stenographer & Secretarial Assistant (English) (126/259)
			Mechanic Auto Body Repair (266), Mechanic Autobody Painting (267)

No. MSDE-18011/01/CTS/Jan/2017-TTC

Government of India

Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated 18<sup>th</sup> January, 2017

To,

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

Subject :- Entry qualification of 06 trades for the trainees admitted in July/August, 2014 & July/August, 2015- regarding.

Sir,

This is in reference to this office letter no. MSDE-2/3/2014-CD dated 27.07.2015 regarding implementation of revised curricula of 63 trades under Craftsmen Training Scheme (CTS) w.e.f. August, 2014 wherein it was decided to keep the entry qualification of following 06 trades as 8<sup>th</sup> pass for another one year i.e. admission session for August, 2014 & August, 2015 (copy enclosed).

1. Foundry man Technician (Old name Foundry man)
2. Mechanic (Tractor)
3. Mechanic Agricultural Machinery
4. Plumber
5. Sewing Technology (Old Name -- Cutting & Sewing)
6. Old Age Care

In view of the above, I am directed to inform you that the trainees admitted in above trades for session July/August, 2014 and July/August, 2015 are supposed to use Semester-I & II, Paper-II W/Sh. Calculation & Science and Engineering Drawing for 8<sup>th</sup> pass entry qualification. However, trainees admitted in July/August, 2016 are advised to use Semester-I & II, Paper-II W/Sh. Calculation & Science and Engineering Drawing for 10<sup>th</sup> pass entry qualification as per latest syllabus available on DGT website.

Sl. No.	Session of Admission	Semester	Paper-II (W/Sh. Cal. & Sci. and Engg. Drawing)
1.	August, 2014 & August, 2015	I & II	8 <sup>th</sup> pass entry qualification
2.	August, 2016	I & II	10 <sup>th</sup> pass entry qualification

Encl:- As above.

Yours faithfully



(K. Singh)

Deputy Director of Training  
For Director of Training



**Annexure – B**

**Trade Name of 8<sup>th</sup> Pass trades for Sem – I & Sem – II**

<b>Sl.No.</b>	<b>Trade Name</b>
<b>1</b>	<b>Carpenter - 007/206</b>
<b>2</b>	<b>Excavator Operator - 002</b>
<b>3</b>	<b>Sanitary Hardware Fitter - 005</b>
<b>4</b>	<b>Foundry man - 009/214 (Session – 2014 &amp; 2015)</b>
<b>5</b>	<b>Mason - 014/211</b>
<b>6</b>	<b>Mechanic (Tractor) - 018/202 (Session – 2014 &amp; 2015)</b>
<b>7</b>	<b>Plumber - 023/209 (Session – 2014 &amp; 2015)</b>
<b>8</b>	<b>Sheet Metal Worker - 026/213</b>
<b>9</b>	<b>Welder (Gas &amp; Electric – 29/212, GMAW &amp; GTAW - 268, Pipe - 269, Structural - 270, Welding &amp; Inspection – 271 and Fabrication &amp; Fitting - 272)</b>
<b>10</b>	<b>Painter General - 059</b>
<b>11</b>	<b>Wireman - 070/232</b>
<b>12</b>	<b>Mechanic Agriculture Machinery (47/216) (Session – 2014 &amp; 2015)</b>