

No. MSDE-18012/03/CITS-Online /2018-TTC  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

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Employment Exchange Building, Library Avenue,  
Pusa Complex, Pusa, New Delhi-12

Dated: 24<sup>th</sup> Dec, 2018

To,

The Principals of Government / Private ITOTs dealing with CITS

**Subject: Guidelines to be followed in All India Trade Test of Craft Instructors under CITS, December, 2018**


Sir/Madam,

As you are aware that All India Trade Test of Craft Instructor under CITS, December 2018 is being conducted from 20.12.2018 to 31.12.2018

In this connection, the following guidelines should be strictly followed: -

1. The DGT Officer will ensure the signatures of invigilator and superintendent of exam on each answer sheets (Trade Practical-I/II and Engg Drg). He will also ensure the intact sealing of answer sheets / practical jobs for evaluation.
2. ITOTs will appoint External examiners/Trade experts for Engineering Drawing and Practical exams from local industries /Engg. Institutes / Polytechnics /B Ed College(for POT/Training Methodology only) and arrange to evaluate Engineering Drawing and Practical exam in the presence of DGT officer.
3. The marks obtained by the trainees will be tabulated by examiner/ evaluator and result sheets should be countersigned by DGT officer.
4. ITOTs will ensure preparation of final result as per prevailing format and submission of prepared result along with all the records of sessional marks, practical marks, engg drg, On line exam marks to The Director, TT Cell, DGT(HQ), Pusa, New Delhi for signature and declaration. In case of ex-failed trainees, the present result should be supported by previous result(already declared)
5. ITOTs will ensure arrangements for CCTV surveillance at entry, exit and inside the examination rooms at ITOT and their online exam centres. DGT Officers deputed at ITOT will also make the video clips and the same may be sent through WhatsApp to Vijay Kumar, Trg Officer, TT Cell (M-9716359216) during conduct of exam.
6. A copy of video recording of examination must be handed over to DGT Officer for submission to Director, TT Cell, DGT(HQ), Pusa, New Delhi.
7. Keeping in view a very few no. of failed trainees of Shree Geeta Ram ITOT Hisar, Modern ITOT Kangra Himachal, Bagar ITOT Jhunjunu Rajasthan and Centurion ITOT in Trade Practical-I/II, Engg Drg and Training Methodology(Practical), these trainees have been already directed to appear in nearest DGT, Field institutes vide letter of even no. dated 10<sup>th</sup> December 2018. In this connection it is clarified that the concerned DGT, Field institutes will arrange evaluation of these trainees and hand over the duly signed copy of marks obtained by trainees to the respective ITOT for preparation and submission of final result to The Director, TT Cell, DGT(HQ), Pusa, New Delhi.

Your kind co-operation in this regard is solicited

Yours faithfully  
  
(Sunil Kumar Gupta)  
Director (TTC)