

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

Employment Exchange Building,  
Library Avenue Road, Pusa Complex  
New Delhi-110012  
Dated 10<sup>th</sup> December, 2018

To

1. The Director, NSTI-Kanpur, Ludhiana, Jodhpur, Hyderabad (Vidya Nagar Campus),
2. The Regional Director of Apprenticeship Training- Kanpur
3. The Principal, Govt/Private IToTs

**Subject: - Deputation of Officers at IToTs to conduct All India Trade Test of craft instructor under CITS, December, 2018 –regarding**

Sir,

Kindly refer to this office letter of even no. dated 16<sup>th</sup> November, 2018 regarding program of AITT of Craft Instructor under CITS commencing from **20.12.2018**. The said examination will be conducted at various DGT field institutes dealing with CITS, Govt. / Private IToTs and on-line examination centres. In this connection, you are requested to depute the nominated officers of your office for overall supervision and smooth conduct of examination as per schedule from **20.12.2018 to 31.12.2018(For Engg Drg and Practical exams)** at the institute mentioned against their name -

S.No.	Name of the IToT	Name of the Officer
1.	Sumit Dhariwal Memorial Institutes for Training of Trainers, NH- 65,20 KM Stone, Rajgarh Road, Distt.- Hisar, Haryana – 125004 <a href="mailto:Email-sdmite@rediffmail.com">Email-sdmite@rediffmail.com</a> Mob.No.09416041500 ,8198900609	Shri R. K. Sahoo,TO NSTI, Kanpur
2.	SBS Institute for Training of Trainers, Odhan Road, Kalanwali, Dist. – Sirsa, Haryana-125055 <a href="mailto:Email-sbsitot@gmail.com">Email-sbsitot@gmail.com</a> Mob.No.09896649801,9812035513, 9466921083	Shri Vidyanand, DDT, NSTI, Hyderabad
3.	Sarawati Institute for Training of Trainers, Village Balluana, Mallout Road, Distt. – Batinda Punjab-151001 <a href="mailto:Email-saraswatiknowledgepark@gmail.com">Email-saraswatiknowledgepark@gmail.com</a> Mob. No. 09646600048 ,8556800087	Shri I.P.Singh,TO NSTI,Ludhiana

4.	Jain Institute for Training of Trainers, VPO- Usmaankhera, Dist. Fazilika, Punjab-152132 <a href="mailto:Email-Vikas.jain397@gmail.com">Email-Vikas.jain397@gmail.com</a> Mob.No.09414502661	Sh. Gurmeet Singh,TO NSTI,Ludhiana
5.	Khattu Ji Institute for Training of Trainers, Village -Lamochar Kalaan, Jalalabad (W), Dist.- Fazilka, Punjab-152024 Email -Khattujieducation@gmail.com Mob. No. 09855549636	Shri Harbans Singh,TO NSTI,Ludhiana
6.	Shivalik Institute for Training of Trainers, Bir Kauli, Rajpura Patiala Road, Distt.- Patiala, Punjab -140701 <a href="mailto:Email-Ankit.chaudhary068@gmail.com">Email-Ankit.chaudhary068@gmail.com</a> Mob. No.09888391470	Sh. J.R.Mathur,TO RDAT, Kanpur
7.	S.R Institute for Training of Trainers,Hissar Road, Village- Ballana, Ambla City, Dist. - Ambla City Haryana-134003 <a href="mailto:Email-sresambala@gmail.com">Email-sresambala@gmail.com</a> 09215011222	SH. B.B.Bhati,TO NSTI,Jodhpur
8.	Syadwad Institute for Training of Trainers, River Park, Delhi Road, Dist. Baghpat, Uttar Pradesh <a href="mailto:Email-admin@syadwad.org">Email-admin@syadwad.org</a> Mob. No.09927987455	Shri Yogesh Kumar, ADT DGT,(HQ), Pusa, New Delhi <b>(From 26.12.18 to 31.12.18 only)</b>
9.	State Staff Trg. and Research Institute of Training of Trainers, Aliganj, Distt-Lucknow, UP-226024. <a href="mailto:Huzoor102@gmail.com">Huzoor102@gmail.com</a> <a href="mailto:sstrclko@gmail.com">sstrclko@gmail.com</a> Mob.No.-09917672786	Sh. Ashish Kesarvani, TO NSTI, Kanpur <b>(From 26.12.18 to 31.12.18 only)</b>
10.	Govt. Institute of Training of Trainers, ITI Campus, Govind Pura, Raisen Road, Bhopal-462023 <a href="mailto:itot.bhopal@gmail.com">itot.bhopal@gmail.com</a> Mob.No.-8989419415, 0755-2571303	Shri S.C.Pandey RDAT,Bhopal <b>(From 26.12.18 to 31.12.18 only)</b>

11.	<p>*Govt. Institute of Training of Trainers, Sector-5, Urban Estate, Distt.- Rohtak, Haryana-124001 <a href="mailto:gitotrohtak@gmail.com">gitotrohtak@gmail.com</a> <a href="mailto:ssehrawat04@gmail.com">ssehrawat04@gmail.com</a> Mob.No.-09416350096, 9996401738</p>	<p><i>*As per detail submitted by the respective institute, no trainee is left for appearing in Trade Practical-I/II, Engineering Drawing and Training methodology (Practical) in any trade, so deputation of DGT officer is not required</i></p>
12.	<p>*Biju Patnaik Institute of Training of Trainers, Nijigarh Town(Ranipark Area) Po/Via-Talcher,Distt-Angul-759100 <a href="mailto:principalitottalcher@rediffmail.com">principalitottalcher@rediffmail.com</a>, Mob.No.-09437752440</p>	
13.	<p>*Institute of Training of Trainers, Govt. ITI Campus, Hadadi Road,Davangere-577005, Karnataka <a href="mailto:itwdvgkar@gmail.com">itwdvgkar@gmail.com</a>, <a href="mailto:itotdvgkar@gmail.com">itotdvgkar@gmail.com</a> Ph.No.-08192-260194</p>	

On the basis of details submitted by ITOTs, it is found that there are very few no. of failed trainees in **Trade Practical-I/II, Engg Drg and Training Methodology(Practical)** of ITOTs given below who are going to appear in the ensuing exam. Keeping in view the administrative exigency and no. of trainees, competent authority has decided that these trainees should appear for Practicals and Engg Drg at the DGT field institute mentioned against their ITOT. Trainees have to make their own arrangement to appear in the exam at the designated institute. ITOTs will issue the manual hall ticket to these trainees and co-ordinate with the institute in this regard.


14.	<p>Shri Geeta Ram Institue for Training of Trainers, VPO – Matloda, Tehsil – Barwala, Dist. – Hissar Haryana <a href="mailto:Email-Sh.ramitc@gmail.com">Email-Sh.ramitc@gmail.com</a> Mob. No. 09812132613</p>	<p align="center">NSTI, Ludhiana</p>
15.	<p>Modern Institute for Training of Trainers, Vill – Bhangola, PO – Dhwala, Tehsil –Dehra, Dist Kangra, Himachal Pradesh <a href="mailto:Email-Modernitothimachal@rediffmail.com">Email-Modernitothimachal@rediffmail.com</a> Mob.No.09816377216 , 9816175866</p>	
16.	<p>Bagar Institute for Training of Trainers, SMTI campus, Jhunjhunu Road, Bagar, Dist.- Jhunjhunu Rajasthan-333023 <a href="mailto:Email-itotbagar@gmail.com">Email-itotbagar@gmail.com</a> Mob.No.09001893596</p>	<p align="center">NSTI,Jodhpur</p>
17.	<p>Centurion Institute for Training of Trainers, CIT Campus, Plot No. 136 &amp; 137, Ramchandrapur Jatni, Distt.-Khurda, Orissa-752050 <a href="mailto:Email-admissions@cutm.ac.in">Email-admissions@cutm.ac.in</a> Mob.No.-8895540069 , 9437545523</p>	<p align="center">NSTI, Bhubneshwar</p>

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

1. The questions papers of Engineering Drawing and all Practicals will be sent from TT Cell, DGT (HQ) through e-mail to the institutes one day before the examination.
2. The password will be given to the DGT nominated officer only and half an hour before commencement of respective exam. In case of any clarification, TT Cell, DGT,(HQ) may be contacted on landline No.-011-25847031.
3. ITOTs will have to make their own arrangements of blank ruled sheets /answer sheets and drawing sheets for Engineering drawing and Practical exam as per their requirement along with computer, internet connection and fast printer / photocopier for receiving and multiplying the question papers during the examination.
4. 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. Result sheets should be countersigned by DGT officer. ITOTs will ensure preparation of final result as per prevailing format and submission along with all the supporting documents to the Director,TT Cell, DGT(HQ), Pusa, New Delhi for declaration.
6. ITOTs will ensure arrangements for CCTV surveillance at entry, exit and inside the examination rooms at IToT and their online exam centres.
7. The DGT Officer may also verify the attendance record, sessional test record, work diary and notes etc prepared by the trainees & trainer and countersign all the above records.
8. 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 / jobs and affix his signature on result sheet and sealed envelope also.
9. The Director/Principal of IToT must ensure that 80% attendance of trainees is compulsory for issuance of an Admit Card / Hall Ticket to the trainees for appearing in the exam.
10. In case of any discrepancy observed during the exam, the same must be brought to the notice of undersigned so that the necessary action could be taken.
11. All the deputed officers are directed to submit a feedback report along with copy of video recording to the undersigned within a week from the last date of exam.

Your kind co-operation in this regard is solicited

**Yours faithfully**

  
**(Sunil Kumar Gupta)**  
**Director (TTC)**