

No. MSDE-18012/03/CTS/Jan-2016-TTC  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated 10<sup>th</sup> February, 2016

To

1. All the State Directors (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:- Guidelines regarding Packing of used OMR sheets in AITT under CTS, January/February, 2016- regarding.**

Sir

As you are aware that the OMR based Semester System All India Trade Test under Craftsmen Training Scheme commencing from 10.02.2016. The used OMR sheets should be packed on the day of exam and forwarded to the Controller of Examination of your State Directorate.

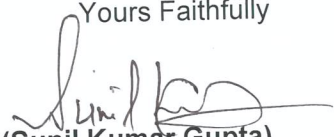
In this connection, the guidelines given below are to be followed for handling packets of used OMR sheets by each **Trade Testing Centre (TTC)**.

1. OMR sheets should be arranged semester-wise/paper-wise but **should not be stapled**.
2. OMR sheets should be packed in corrugated cardboard boxes covered with waterproof material without folding the sheets. The boxes should have approximate quantity of 2000-2500 sheets only. Box number, Semester, Paper and Date of exam should be written on each box.
3. One box should contain sheets of one semester only.
4. The 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Semester OMR Sheets packets **should not be mixed**.
5. **Immediately after completion** of each session of OMR based exam, the packets alongwith filled **content detail format** (copy enclosed) must be **sealed at the Trade Testing Centre itself**.
6. Please provide **master data of trainees** appeared in exam in soft copy alongwith OMR as per format e-mailed to you.
7. No question paper/Drawing Sheets/Other slips etc. should be attached with OMR sheets.
8. After the completion of exams, these sealed packets of used OMR sheets (Serial numbered) should be sent to the respective State Directorate office alongwith covering letter mentioning the name of TTC, complete address, No. of sheets used and No. of absent trainees **on the same day or next day**.
9. State/UT Directorate office should intimate **this office** in this regard after all the packets have been received.
10. The process of collection of OMR sheets from the State Directorate will be intimated in 3-4 days.

In view of above, you are requested that all the Trade Testing Centres must follow the instructions of Packing of used OMR after examination, so that all the OMR of respective State should reach timely for evaluation purpose.

Kindly acknowledge the receipt.

**Encl.:- Content Detail Format**

Yours Faithfully  
  
(Sunil Kumar Gupta)  
Director (TTC)

## **OMR SHEET PACKET**

### **CONTENT DETAILS**

State/UT/Field Institute code	:	_____
Trade Testing Centre/DGT Field Institute Address	:	_____
<u>Current Packet No.</u>	:	_____
Total Packets of this TTC/Field Institutes		
Semester I/II/III/IV	:	_____
Date of Examination	:	_____
FN/AN	:	_____
Paper I/II	:	_____
Trade Name	:	_____
Subject(s)	:	_____
Total Trainees Present	:	_____
Total Trainees Absent	:	_____

Sl. No.	Details	Quantity	Remarks
1.	Used OMR Sheets for Trainees Present		Answer Sheet No. _____ to _____.
2.	OMR Sheets for absent trainees		Answer Sheet No. _____, _____.
3.	OMR Sheets unused returned		Answer Sheet No. _____ to _____.
4.	OMR Sheets defective		Answer Sheet No. _____, _____.
	<b>Total</b>		

**\* Fill NA wherever not applicable.**

\_\_\_\_\_  
**Invigilator Signature**  
**With Date**

\_\_\_\_\_  
**Superintendent Signature**  
**With Date**

\_\_\_\_\_  
**Chairperson/Principal**  
**Signature with Date**

**Note:-** (i) Pl. fill in duplicate.

(ii) Paste one of them on outer cover of sealed OMR Sheets packets. The other copy may be enclosed inside the packets containing the filled OMR Sheets to be inside the packet.

(iii) While packing the filled OMR Sheets, ENSURE NO OMR SHEET GETS DAMAGED, FOLDED OR REMAINS STICKING TO OUTER COVER.

## MASTER DATA OF.....(STATE NAME)

[illegible]