

**DGT-18024/03/2020-TTC**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**  
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Employment Exchange Building, 1<sup>st</sup> floor,  
IARI Complex, Library Avenue Road, PUSA Road,  
New Delhi, Dated 25.08.2021

**To,**

1. **The Regional Directorate of Skill Development and Entrepreneurship (RDSDE)**
2. **The Principal Secretaries of State Governments/ Administrators of Union Territories dealing with Vocational/ Craftsmen Training**

**Subject: - Nomination of Deputy Controller of Examination (Dy CoE) in all RDSDEs-reg.**

This is in compliance to the provisions mentioned in the Gazette Notification No. No.DGT-A-11018/1/2018-Adm.II dated 8<sup>th</sup> January, 2019 relating to the setting up of Regional Directorates of Skill Development & Entrepreneurship (RDSDEs). The functions assigned related to the Trade Testing Cell has been assigned in Annex-II (para II) of the said notification.

Further, the matter of de-centralizing of responsibilities which were earlier vested with DGT Headquarters with the RDSDEs has been a long pending issue in the reforms process.

2. With the need to speedify the examination process, its effective monitoring and quick redressal of the trainee's grievances related to examinations, followed by certification, the matter has been discussed repeatedly by the Director General (Training). As a result of these discussions, it has been inferred that an officer not below the level of Assistant Director as Dy. CoE shall be nominated at each RDSDE to look into the various issues related to examination and certification.

3. The Dy. Controller of Examination will have well defined roles and responsibilities and will be provided with Login Ids and password for NCVT-MIS portal for carrying out the required functions. He shall also act as interface between the DGT and State Directorates in matters related to examinations and certifications. The list of Dy. CoEs is at Annex -1 and the associated roles and responsibilities are at annex-II.

4. This issues with the approval of the Director General of Training, Ministry of Skill development & Entrepreneurship.

Yours sincerely



(Sathya Shankar B.P.)  
Director (TT Cell)

List of Dy. CoEs

S.No.	RDSDE	Name of Officer	Designation	Email ID	Charge of NSTIs/RDATs	Mobile no.
1	Andhra Pradesh	Sh. S. P. Rewaskar	Deputy Director	sp.rewaskar@gov.in		
2	NE States	Sh. G. C. Deka	Deputy Director	ganesh.deka@gov.in	NSTI(W)TURA NSTI(W) AGARTALA RDAT GUWAHATI	6000843776
3	Bihar	Sh. Suryakant Mishra	Assistant Director	suryakant.mishra@dgt.gov.in	NSTI(W)PATNA	
4	CHHATTISGARH	Shri S. Samsudeen	Deputy Director	s.samsudeen@gov.in		8088285154, 9094317398
5	GUJARAT	Sh. K.P. Patel	Deputy Director	patel.ktan@gov.in	NSTI(W) VADODARA	9879281567
6	HARYANA	Ms. Pooja Verma	Assistant Director/ HOO	pooja.verma23@dgt.gov.in	NSTI(W) PANIPAT RDAT FARIDABAD RDAT CHANDIGARH	7877349193
7	HIMACHAL PARDESH	Sh. Durga Lal Meena	Deputy Director	dl.meena78@gov.in	NSTI(W)SHIMLA	9468011196
8	JAMMU & KASHMIR	Sh. P. K. Madavi	Deputy Director	pkmadavi2161965@gmail.com	NSTI(W)JAMMU	9444647519
9	JHARKHAND	Sh. Sanchay Bapat	Assistant Director/Head of Office (HOO)	sanchay.bapat@dgt.gov.in	NSTI(W)RANCHI NSTI JAMSHEDPUR	7732064477
10	KARNATAKA	Sh. G. VENKATESH	Deputy Director	gv.venkatesh@gov.in	NSTI-1 BENGALURU NSTI-2 BENGALURU NSTI(W) BENGALURU	9849384942
11	KERALA & Lakshadweep	Sh. P G Rajendran	Deputy Director	pg.rajendran@gov.in	NSTI CALICUT NSTI(W) Thiruvananthapuram	9959179196
12	MADHYA PARDESH	Sh. Anoop Singh Parihar	Deputy Director	anoop.parihar@gov.in	NSTI(W)INDORE RDAT BHOPAL	8902757107
13	MAHARASHTRA	Sh. Rohan Patil	Assistant Director	rohan.patil93@gov.in	NSTI MUMBAI NSTI(W) MUMBAI NSTI GOA RDAT MUMBAI	8626099070
14	National Capital Region	Sh. Pranav Choudhary	Deputy Director	pranav.c@nic.in	NSTI(W)NOIDA	

15	ODISHA	Sh. S. R. Singh	Deputy Director	sr.singh77@nic.in		9969172077
16	PUNJAB	Sh. Yoginder Kumar	Assistant Director	yoginder.kumar@nic.in		9968281970
17	RAJASTHAN	Mrs. D. Subhashree	Deputy Director	subhashree.d@gov.in	NSTI(W) JAIPUR NSTI JODHPUR	9986685220
18	TAMILNADU	Sh. T V RAJASEKAR	Deputy Director	rajasekar.tv66@gmail.com	NSTI CHENNAI NSTI(W)TRICHY RDAT CHENNAI	9444536624
19	TELANGANA	Shri. Kunkunuru Srikanth Babu	Assistant Director	ksb.srikanth7491@gov.in	NSTI1 HYDERABAD NSTI2 HYDERABAD NSTI(W) HYDERABAD RDAT HYDERABAD	9160188330
20	UTTAR PARDESH	Sh. Asheesh Kumar Shukla	Assistant Director	asheesh.shukla@dgt.gov.in	NSTI KANPUR NSTI(W) ALLAHBAD RDAT KANPUR	9554282814
21	UTTARAKHAND	Sh. Shramev Sharma	Assistant Director	shramev.sharma@dgt.gov.in	NSTI DEHRADUN NSTI HALDWANI	8989528483
22	WEST BENGAL	Sh. Ashim Roy	Deputy Director	ashim.roy73@nic.in	NSTI KOLKATA NSTI(W) KOLKATA RDAT KOLKATA	9654384730

**ROLES & RESPONSIBILITIES OF DEPUTY COE OF THE REGION AT RDSDE,  
OBSERVERS AND FLYING SQUAD**

**Roles of Deputy CoE**

1. While the overall responsibility of implementation lies with the Director of the concerned RDSDEs, the Dy. CoE shall assist and report to the Director of the concerned RDSDE.
2. The Dy. CoE shall carry out entire functions as provisioned in Annex II (Para II) of Gazette Notification No. DGT-A-11018/1/2018-Adm.II dated 8<sup>th</sup> January, 2019 relating to the setting up of Regional Directorates of Skill Development & Entrepreneurship (RDSDEs) on behalf of the Director at the concerned RDSDE. (copy enclosed)
3. The Dy. CoE shall be in direct touch with the Trade Testing / Examination Cell at DGT headquarters and shall act as an extended arm of the Trade Testing / Examination Cell at each RDSDE. The Dy. CoE shall act as interface between the DGT eco-system and the State Directorates/ UT Administration
4. Supervision for smooth conduct of examination (CBT, practical & Engineering Drawing) scheduled by examination cell, DGT and shall act as interface between DGT and the State Directorates / UT Administration for all matters related to examination and certification.
5. Appointment of Observers and Flying squad for all the Examination center with a copy to the State Directorates
6. Sharing of all the details of observers and Flying squad to the Controller of Examination, DGT. Controller of Examination, DGT shall provide list of the observers to the agency before the conduct of examination.
7. Deputy COE of the region at RDSDE to collect and read the report submitted by Observer and flying squad to the Controller of Examination, DGT.
8. The Dy. CoE shall be responsible to ensure the timely entering and approval of the marks of Practical and Engineering Drawing by the Nodal ITIs and the State Directorates
9. Dy. CoE shall be responsible to support the implementation and quick resolution of grievances and to check the due diligence done by the nodal ITIs and the State Directorates in the process and approving / disposing off the grievances related to trainees' profile, certifications and grievance related to Engineering Drawing / Practical marks. Final disposal of the grievances, other than that related to the CBT, shall be done by the Dy. CoE. Log in IDs and Password of the NCVT-MIS portal shall be provided for this purpose to each Dy. CoE.
10. The Computer Based Tests (CBT) examination is conducted by the empanelled agency M/s. NSEIT Limited at their centers. The invigilators and staff during the examinations shall be deputed by the agency. However, in order to supervise the examinations and also to ensure its sanctity, observers and flying squad shall be deputed from the DGT ecosystem by the Dy. CoE in consultation with the concerned Regional Director of Skill Development & Entrepreneurship.
11. For ED and Practical examinations, the nominations of examiners to be ensured from the NCVT MIS portal and accordingly, Dy. CoE shall ensure that the details about the pool of examiners are uploaded on the portal.

### **Roles of Observers in CBT Examinations**

1. Observers shall be appointed from the nodal ITIs in every district who should be available for full time of examination at the exam center.
2. Observer shall either be the Principal of the Government ITI or any senior government official equipped with IT knowledge and well versed with examination processes.
3. For every center which will be conducting exams for 100 trainees, 1 observer shall be deputed.
4. The observer shall report to the examination center at least 1 hour prior to commencement of examination and shall carry the copy of letter issued and a photo id proof while reporting at the exam center.
5. The Observer shall ensure that all the instructions are followed defined by Controller of Examination, DGT for CBT examinations at the exam center.
6. Observer shall also monitor that no malpractices or misconduct is happening during the examination from both agency and Trainees.
7. The observer shall submit detail report of day to day activity of examination along with video recording of the examination to Deputy COE of the region at RDSDE within 24 hours.
8. Deputy COE of the region at RDSDE to collect and read the report submitted by Observer and send to the Controller of Examination, DGT.

### **Roles of Flying Squad for CBT examinations**

1. Deputy COE of the region at RDSDE would constitute a flying squad consisting of senior officers at Regional Directorates and if necessary with the support of State Government officials who would visit the exam center for surprise check and submit report to Controller of Examination, DGT highlighting the various observations made during the visit.
2. The appointment letter / formation of flying squad consisting of senior officers (at least 2) has to be issued by Deputy COE of the region at RDSDE specifying the schedule of examination and zone of visit with a copy to State Directorates.
3. The flying squad should keep the copy of letter issued and photo id proof while visiting at exam center.
4. The flying squad shall at least visit and check minimum 5 exam centers and shall submit the report with 48 hours of the visit to Deputy COE of the region at RDSDE.
5. Deputy COE of the region at RDSDE to collect and read the report submitted by Flying Squad and send to the Controller of Examination, DGT.

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