



**F.No. DGT-T-11012/5/2021-DGT-DIR (CFI)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

**Old CIRTES, Building, IARI, PUSA**  
**New Delhi, Dated 14<sup>th</sup> December, 2021**

To

1. All Head of Office(s)/Principals of NSTIs
2. All Directors/Principals of IToTs

**Subject: Admission/Training Schedule for the trades under Craft Instructor Training Scheme (CITS) for National Skill Training Institutes (NSTI) and Institute of Training for Trainers (ToT): Session: 2021**

Sir/Madam,

The Admission / Training schedule for the trades under The Craft Instructor Training Scheme (CITS) for NSTIs and IToTs: Session: 2021 is given below:

Sl. No.	Activity	Timeline
1.	Start of Academic Session with regular classes	From 15.12.2021
2.	End of Training Session 2021-22 (1600 training hours/40 weeks)	Up to 23.09.2022
3.	Data migration of admitted trainees from NIMI portal to NCVT MIS	Up to 14.01.2022
4.	Trainee verification by Institutes, editing trainee details except Trainee Name, Father's Name, Mother's Name, Date of Birth and CITS Trade and approval by Institutes	From 17.01.2022 to 28.01.2022
5.	All India Final Trade Test	September 2022

Following timings for offering CITS courses shall be followed:


1. General timings are from 9.00 a.m. to 5.30 p.m. In case 2 shifts system is followed, following timings are applicable:
  - First shift – 8.00 am to 4.30 p.m.
  - Second shift – 10.00 to 6.30 p.m.
2. Trainees with attendance of 70% and above will be allowed to appear for the examination and issuance of hall ticket through NCVT MIS portal.
3. Trainees with attendance between 50-69% may be allowed to appear for the examination along with the supplementary exam trainees. These trainees would take remedial classes arranged by the NSTIs/IToTs or by preparing on their own. The NSTI/IToT concerned should allow them to appear in next exam along with the trainees appearing for the supplementary exam.

4. Trainees with attendance below 50% should be discharged from NCVT MIS portal by the NSTIs/IToTs and the trainees should seek readmission through admission process of the State/UT.
5. As per CITS curriculum, there is no provision of preparatory holidays for examination and no such leave would be allowed. However, 5 days before the commencement of the examination, preparation session will be offered by the Institutes for the trainees. During the preparatory session, both the trainer as well as trainee's attendance is mandatory. These preparatory sessions may be utilized for revision/clarifications of syllabus topics. NSTI/ITIoT should arrange additional classes during weekend/late hours to cover syllabus in case of loss of classes due to unforeseen situations like COVID etc. NSTI/IToT may advised to get benefit of online classes of Bharat Skill platform.
6. All NSTIs will follow the Central Government holiday list
7. All IToTs under State Government will follow the holiday list as declared by their respective State Government.
8. In case of private IToTs only notified Central Government holidays as declared by the respective NSTI located in that State would be allowed.
9. Violation of any rule of DGT by any IToT will be viewed very seriously and action will be taken against that IToT including de-affiliation.

All concerned are requested to adhere to guidelines issued by MHA and MoFHW with respect to COVID.

This issues with the approval of competent authority.

Yours faithfully,

  
(Ravi Chilukoti)  
Director (CFI)

Copy to:

1. Sr. PPS to DG, DGT, New Delhi
2. Sr. PPS to DDG, DGT, New Delhi
3. The Director, TT Cell, DGT, New Delhi
4. All RDSDEs
5. The Executive Director, NIMI, Chennai
6. The Assistant Manager, NIMI, Chennai
7. Project Manager, Wipro Ltd., Greater Noida for kind information and necessary action please.