

DGT-MIS011/14/2022-TC SECTION
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

1st Floor, CIRTES Building
Pusa Campus, Pusa, New Delhi-110012
13.01.2023

To,

The Directors,
Concerned State Directorates of all States/UTs
(Dealing with Craftsmen Training Scheme)

Sub: Admissions and Examination of Private candidates for session 2022.

Ref: 1. MSDE-19/02/2018-CD dated 26.02.2019.
2. A-42/35/2021-O/o DEPT.SECY(ESTT.I) dated 01.02.2022.

Madam/Sir,

With reference to the letter MSDE-19/02/2018-CD dated 26.02.2019, it was informed to all the Directors of State/UTs that new guidelines for admission and examination of private candidates have been recommended for implementation by “Sub-committee on Norms & Courses” held on 30.01.2019. The States/UTs have to follow the procedure as given in the new guidelines for admission and examination of the Private candidates for admitting the Private candidates in the eligible ITIs.

Under new guidelines, the admission procedure for private candidates have to be completed three months before the examination of regular candidates. As examination for session 2022 is tentatively scheduled in month of July,2023, admission process for the Private candidates must be completed before 31.03.2023.

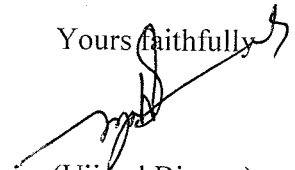
Before inviting applications for the Private candidates, States/UTs must display the list of eligible ITIs and trade wise seats available on their website. The data migration schedule for admissions of the Private candidates will be as follows:

S.No	Activity	Actions by	Period
1.	API Data Transfer, Editing and Discharge of trainee details	SPIUs/NIMI	01.03.2023 to 15.03.2023
2.	Photo upload, Trainee verification and approval	ITIs /NSTIs	16.03.2023 to 31.03.2023

This issues with the approval of Competent Authority.

Encl: Revised Guidelines for Admissions and Examination for private candidates.

Yours faithfully



(Ujjwal Biswas)
Director-TC

Copy to:

1. Sr. PPS to DG/SS, DGT, New Delhi
2. PPS to DDG, DGT New Delhi,
3. All Regional Directors, RDSDEs
4. Director NIMI, Chennai
5. Director IT/TT cell, New Delhi
6. Officer- In charge, NCVT-MIS portal section for uploading in the portal

A-42/35/2021-O/oDEPT. SECY (ESTT. I) (E File -39866)
Directorate General of Training
Ministry of Skill Development & Entrepreneurship
Government of India

01st February, 2022
Employment Exchange Building,
IARI, New Delhi-12

To

- All the State/UTs Directors / Commissioners/ UT Administrators dealing with the Craftsmen Training Scheme (CTS)
- All Regional Director(s), SDE and Principals of NSTIs

Subject: Notification regarding Guidelines for Certification of Private Candidates under CTS

Sir/Madam,

This is to inform to you that revised Guidelines for Certification of Private candidates under Craftsmen Training Scheme (CTS) were issued in February 2019 w.e.f 26th February, 2019 for all enrollments under CTS. (refer Annexure-I for Guidelines). Subsequent to issue of revised guidelines for Certification of Private candidates under CTS, addendum pertaining to guidelines is being issued with the intent of making a provision to obtain National Trade Certificate (NTC) for the candidates having working experience in vocational training Institution.

Accordingly, addendum have been made in the guidelines for Certification of Private Candidates issued on 26th February, 2019 and revised clause in the guidelines may be read as mentioned in column no. 2 in table below.

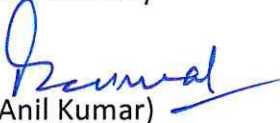
Clause/ Section as per Guidelines for private candidates issued in 26 th February, 2019	Addendum in the existing Guidelines for Certification of Private Candidates under CTS
1.	2.
Section 4. Eligibility criteria for Trainee; Category IV and part (C). The applicant should possess minimum of 3 years' experience (on the date of submission of application) in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 19483 and	C.The applicant should possess minimum of 3 years' experience (on the date of submission of application) in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 ³ and Shops and Establishments Act applicable for the concerned State/ Vocational Training Institution.

Shops and Establishments Act applicable for the concerned State.	
Section 5. Eligibility Criteria and instructions for ITIs admitting Private Candidates	<p>New clause added in Section 5:</p> <p>NSTI is added along with ITI to admit the Pvt. candidates and further processing.</p> <p>Added point VI- NSTIs can admit candidates in the trade in which CTS/CITS courses are running or have the infrastructure to conduct practical examination in the trades.</p>
Section 6. Responsibilities of State Directorates	<p>Section 6 heading may be read as Responsibilities of State Directorates /RDSDE/NSTI</p> <p>Added new clause VII.</p> <p><i>RDSDE/NSTI shall perform the function similar to State Directorate/ITI in case of candidates desirous to take admission in NSTI under these guidelines.</i></p>
Section 7. Examination Pattern	<p><i>New clause V and VI added in section 7(Examination Pattern)</i></p> <p><i>On demand basis candidates are allowed to appear simultaneously for examination (AITT) of first year and second year.</i></p> <p><i>Candidates with CTS course of duration of one year or less shall be allowed examination on demand basis</i></p>
Section 10. Process flow	<p><i>New clause point c added in sub para (Call for Applications)</i></p> <p><i>NIMI will open a registration window on NIMI portal for the candidates willing to appear in AITT as private candidate through NSTIs.</i></p>

After incorporating the above amendments, the consolidated revised guideline is enclosed herewith for your reference and implementation.

This issues with the approval of competent Authority.

Yours Faithfully


(Anil Kumar)
Director, DGT

Encls : As above

Copy to:

1. PPS to Secretary, MSDE
2. Sr.PPS to DG/AS, DGT
3. PPS to DDG (S.S), DGT (HQ), New Delhi
4. Executive Director, NIMI (with a request to *open a registration window on NIMI portal for the candidates willing to appear in AITT as private candidate through NSTIs*).
5. *All the Directors, DGT (HQ), New Delhi*
6. Director TT Cell , *DGT (HQ), New Delhi*
7. Director CFI, *DGT (HQ), New Delhi*
8. IT Head, DGT with a request to take necessary action and upload on DGT website

**Guidelines
For
Certification of 'Private Candidates' under
Craftsmen Training Scheme
(w.e.f. 01.02.2022)**



**Directorate General of Training
Ministry of Skill Development & Entrepreneurship
Government of India**

These guidelines are intended for 'Private Candidates' who have not received a formal institutionalized skill training under the CTS scheme, to directly enroll and appear for All India Trade Test (AITT) for award of National Trade Certificate (NTC).

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ACRONYMS

AITT	All India Trade Test
CTS	Craftsmen Training Scheme
DGT	Directorate General of Training
GSR	Gazette Statutory Rules
ITI	Industrial Training Institute
MSME	Micro, Small and Medium Enterprise
NCVT	National Council for Vocational Training
NCVET	National Council for Vocational Education and Training
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
SCVT	State Council for Vocational Training
UT	Union Territory
TTC	Trade Testing Center

1. Background

The Directorate General of Training (DGT) imparts training under Craftsmen Training Scheme (CTS) through a network of 15000+ Government and Private ITIs across the country. These ITIs deliver post-school technical as well as vocational training courses of six months, one year and two year duration.

CTS, one of the major Vocational Training Schemes, has been shaping craftsmen to meet the existing as well as future manpower requirements in the manufacturing and service sectors. The trainees admitted under Government and Private Industrial Training Institutes (ITIs) (under State/UT Administration) undergo training in various designated trades/ courses. Candidates enrolled and trained under the CTS, appear for All India Trade Test (AITT). After successfully clearing AITT, the trainees are awarded National Trade Certificate (NTC) in that trade. The NTC is nationally and internationally recognized for purpose of employment/ self-employment.

2. Objective

There is a large segment of country's workforce who has acquired specific skills through years of experience working on an industry trade, and not through formal institutionalized medium of skill training such as ITIs. However, this segment though skilled, faces issues related to continuous employment, and career progression due to non-availability of a 'formal certificate' acknowledging ones skills.

DGT has made provisions for such candidates to obtain National Trade Certificate (NTC) under the CTS by means of appearing directly for AITT as a 'Private Candidate' without undergoing training under ITIs. DGT has laid down specific guidelines for administering NTC to private candidates appearing for AITT under the CTS.

3. Revision of existing guidelines

The guidelines for private candidates appearing in AITT under CTS were last revised on 8th February, 2016 vide DGT letter DGE&T-10/7(14)2014-16-CD (Refer **Annexure I**).

In the recently held Sub-committee meeting chaired by DG, DGT dated 18.10.2018, it was recommended and agreed upon that the existing guidelines for Private Candidates appearing in AITT under CTS should be reviewed and revised to improve inclusivity and effectiveness of the initiative. Subsequently, DGT has reviewed and revised the guidelines for 'Private Candidates' appearing in AITT under CTS only. The same, shall now be implemented in supersession to all the earlier existing guidelines, with immediate effect i.e. from academic session 2019 and onwards until further notices, if any. For 2018-19 academic session, the students already enrolled as

'Private Candidate' in DGT MIS Portal on or before 31.01.2019 will be frozen and no new candidates will be allowed. All new enrollments shall be done as per this revised guideline.

Further, it is to be noted that while drafting the revised guidelines, the recommendations of the "Curriculum & Examination Reforms Committee" on "Norms & Courses"; have been taken into consideration, in order to bring synergy between the two processes (Letter no. MSDE-18011/DGT/2017-TTC (Pt-III) dated 4thOct. 2018) (Refer **Annexure II**).

Guidelines pertaining to eligibility of candidates, eligibility of participating ITIs, admission process and examination are elaborated in subsequent sections.

4. Eligibility criteria for Trainee

Applicants aspiring to appear as Private Candidates in the AITT under CTS for award of NTC, have been categorized based on their educational background and experience. Subsequently 'Private Candidates' may be admitted under one of the following categories. Category wise 'eligibility criteria' for appearing as 'Private Candidate' in AITT under CTS has been listed below:

I. Category I: Ex-trainees (successful pass-outs) of ITI

- A. Ex-trainees of ITI who already possess NTC in one of the trades under CTS, are eligible for applying as Private candidate for an allied trade, provided he/ she fulfils all the conditions regarding educational qualification etc. prescribed for that allied trade. (Refer **Annexure III** for list of allied trades)
- B. In addition, the applicant should possess minimum of 1 year experience (as on date of submission of application) post the date of AITT result declaration in the desired allied trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948¹ and Shops and Establishments Act applicable for the concerned State.

II. Category II: 'Ex-trainees (successful pass-outs) and current trainees under CoE scheme

- A. The applicant should have the minimum prescribed entry qualification and should fulfill eligibility criteria for the desired trade under CTS, in which he/she intends to appear for AITT as Private Candidate. Mapping of CoE trades, with that of regular CTS trades is provided in **Annexure IV**. CoE candidates must register as 'Private Candidate' under CTS in the relevant/mapped CTS trade only.

¹Source: DGE&T-19/7(14)/2014-16-CD, dated 8th Feb, 2016

- B. There should be a minimum gap of 1 year between successful completion of CoE training i.e. from the date of result declaration to the date of submission of application for 'Private Candidate' certification.
- C. During this gap of 1 year, the candidate must have undergone Industry training or gained experience in desired trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948² and Shops and Establishments Act applicable for the concerned State.

III. Category III: SCVT Candidates (admitted till August 2018 session)

- A. No special provisions have been made for SCVT Trainees to enroll as 'Private Candidate'. Going forward, SCVT trainees have been granted equivalence vide G.S.R 186(E) dated 2nd March 2017 for undergoing apprenticeship training under the Apprentices Act 1961 to obtain 'NAC' (Refer **Annexure V**).
- B. Only for SCVT trainees admitted till August 2018 batch, provision has been made for obtaining NTC by appearing in AITT under 'Private Candidate'. Such trainees will continue to be governed by old guidelines for 'Private Candidate' (Refer **Annexure I**).

IV. Category IV: Other Candidates (candidate not falling in any of the above 3 categories, including SCVT trainees enrolled from admission session 2019 onwards)

- A. The applicant should have the minimum prescribed entry qualification and should fulfill eligibility criteria for the relevant trade under CTS, in which he/she desires to appear for AITT as Private Candidate.
- B. Applicant should be minimum 21 years of age on the date of submission of application. There is no upper age limit.
- C. The applicant should possess minimum of 3 years' experience (on the date of submission of application) in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948³ and Shops and Establishments Act applicable for the concerned State/*Vocational Training Institution*.

²Source: DGE&T-19/7(14)/2014-16-CD, dated 8th Feb, 2016

³Source: DGE&T-19/7(14)/2014-16-CD, dated 8th Feb, 2016

- D. SCVT trainees enrolled from admission session 2019 and onwards may appear as 'Private Candidate' under this category i.e. Category IV, for obtaining NTC.

5. Eligibility Criteria and instructions for ITIs/NSTIs admitting PrivateCandidates

- I. Only Government ITIs with grading of 2.0 and above are eligible to admit candidates as 'Private Candidate'.
- II. The ITI should have affiliation in the relevant trade under which it intends to admit Private Candidate for appearing in AITT.
- III. ITIs should have regular CTS trainees admitted in the affiliated trade i.e. the trade in which they intend to admit Private Candidate, for the current as well as previous year (ITI with vacant unit in current or previous batch shall not be considered).
- IV. The ITI can admit Private Candidates in a particular trade in specified proportion to the total number of regular trainees admitted in the concerned trade for the academic session.
- V. The upper limit of candidates to be enrolled by eligible ITIs as 'Private Candidate' under Category I, Category III and Category IV as defined in section 4 will be a maximum of 10% of their total seating capacity. The private candidates admitted under category II as defined in section 4 shall be exempted from the applicable 10% cap.
- VI. NSTIs can admit candidates in the trade in which CTS/CITS courses are running or have the infrastructure to conduct practical examination in the trades.

6. Responsibilities of State Directorates/*RDSDE/NSTI*

- I. State Directorates shall ensure that only ITIs fulfilling criteria as stated in section 5 of this document shall enroll Private Candidates.
- II. State Directorate shall publish list of eligible ITIs on their admission portal/ DGT MIS portal, with their corresponding grades and trades for awareness of 'Private Candidate' aspirants.
- III. State Directorates shall call for applications from candidates mentioning minimum qualification, experience and other eligibility criteria as per categories in section 4.
- IV. The State Directorates may conduct screening/ entrance exam of applicants if the number of applications/applicants is more than available seats (except for Category II, CoE scheme).
- V. State Directorate shall complete the enrollment of private candidates and freeze the list at least 3 months prior to the date of commencement of regular AITT examinations under CTS scheme for that academic session.

- VI. State Directorate shall be responsible for all processes pertaining to admission of 'Private Candidates' including calling for application, screening/ entrance exam (if required), due-diligence of applications received, selection and uploading list of selected candidates on DGT MIS portal.
- VII. RDSDE/NSTI shall perform the function similar to State Directorate/ITI in case of candidates desirous to take admission in NSTI under these guidelines.

7. Examination Pattern

All examinations for candidates enrolled as 'Private Candidate' shall be conducted in accordance with the latest examination reforms applicable to AITT for CTS (Ref. letter no. MSDE-18011/DGT/2017-TTC (Pt. III) issued on 4th Oct. 2018). Any future changes to AITT for CTS or examination reforms, as and when notified by DGT shall be applicable to Private Candidates as well.

- I. For trades with duration six months and one year, the candidate would appear as per the schedule of examination for that academic year. For trades with 2 years' duration, the candidate will have to clear all the subject examinations for that trade i.e. first year subject and second year subjects⁴.
- II. Candidate upon successfully clearing the AITT exams for targeted trade under CTS will be awarded e-Marksheet and e-National Trade Certificate as 'Private Candidates' in that trade.
- III. Evaluation and marking scheme: In the case of Private Candidates, since there is no sessional work or Formative Assessment, the marking scheme pattern for Engineering Trades shall be as follows⁵:

S. No	Name of the Subject	Maximum Marks	Minimum Passing Marks
1.	Trade Theory (Professional Knowledge)	100	33
2.	Workshop calculation & Science (Core Skill)	50	17
3.	Engineering Drawing (Core Skill)	50	17
4.	Trade Practical (Professional Skill Assessment)	250	150
5.	Employability Skill (Core Skill)	50	17
Total		500	

⁴Source: MSDE-18011/DGT/2017-TTC (Pt-III), dated 4th Oct., 2018

⁵Source: TT Cell

Standard Marksheet format for Non-Engineering and Draughtsman group of Trades and format for NTC are provided in **Annexure VI** and **Annexure VII**.

- IV. Candidates permitted to take the AITT for CTS will have to be present at the specified examination center at their own expense in time and on the date as mentioned in their admit card/Hall ticket.
- V. *On demand basis candidates are allowed to appear simultaneously for examination (AITT) of first year and second year.*
- VI. *Candidates with CTS course of duration of one year or less shall be allowed examination on demand basis*

8. Examination Fees

- I. As actual or as decided by DGT plus any additional charges imposed by State Directorate.

9. Frequency of Examinations

- I. The private candidate shall appear for first attempt in the AITT examinations along with regular candidates appearing under CTS for that academic session.
- II. Total number of attempts for private candidates shall be same as that of regular CTS trainee subject to payment of prescribed fees.
- III. Any changes to the total number of attempts, as per directives of DGT shall be applicable to 'Private Candidate' as well.

10. Process flow

The process for certifying Private Candidates shall be as below:

I. Call for Applications

- A. The States shall call for applications from candidates with basic qualification, experience and other eligibility criteria, preferably online.
- B. States to make provisions for application submission process for private candidate applicants at least 6 months before the date of commencement of regular AITT examinations under CTS scheme for that academic session.
- C. *NIMI will open a registration window on NIMI portal for the candidates willing to appear in AITT as private candidate through NSTIs.*

II. Application Process

The private candidate fulfilling the eligibility criteria may apply offline or directly in the State admission portal from where he/she desires to appear for exam irrespective of his/her native state, as per the concerned State's admission process. The sample format

for application form for registration is attached as **Annexure VIII**.

- III. Screening/ Entrance Examination (Optional): State Directorate may screen the applications or conduct entrance test for eligible aspirants.

- IV. Due Diligence of Applications/Applicants
 - A. The State Directorate in-charge of training for CTS shall verify the authenticity of the particulars submitted by Private Candidates along with their application form such as ID proof, Photograph, Contact Number, e-Mail address, address proof, experience documents including salary slips/ bank statements, registration of establishment in Apprenticeship Portal etc., keeping in view the guidelines given above. After due diligence, the State Directorate shall approve the Private Candidate application in its system.
 - B. State Directorate shall assign eligible ITIs to selected Private Candidates for appearing in AITT. States to provide complete name, address and contact details of ITI to the candidate.
 - C. States shall upload details of all selected candidates on DGT MIS portal under the CTS scheme. The candidates will be assigned "Private" trainee flag under CTS scheme.

- V. The candidate would be assigned registration number as Private Candidate from DGT MIS portal.

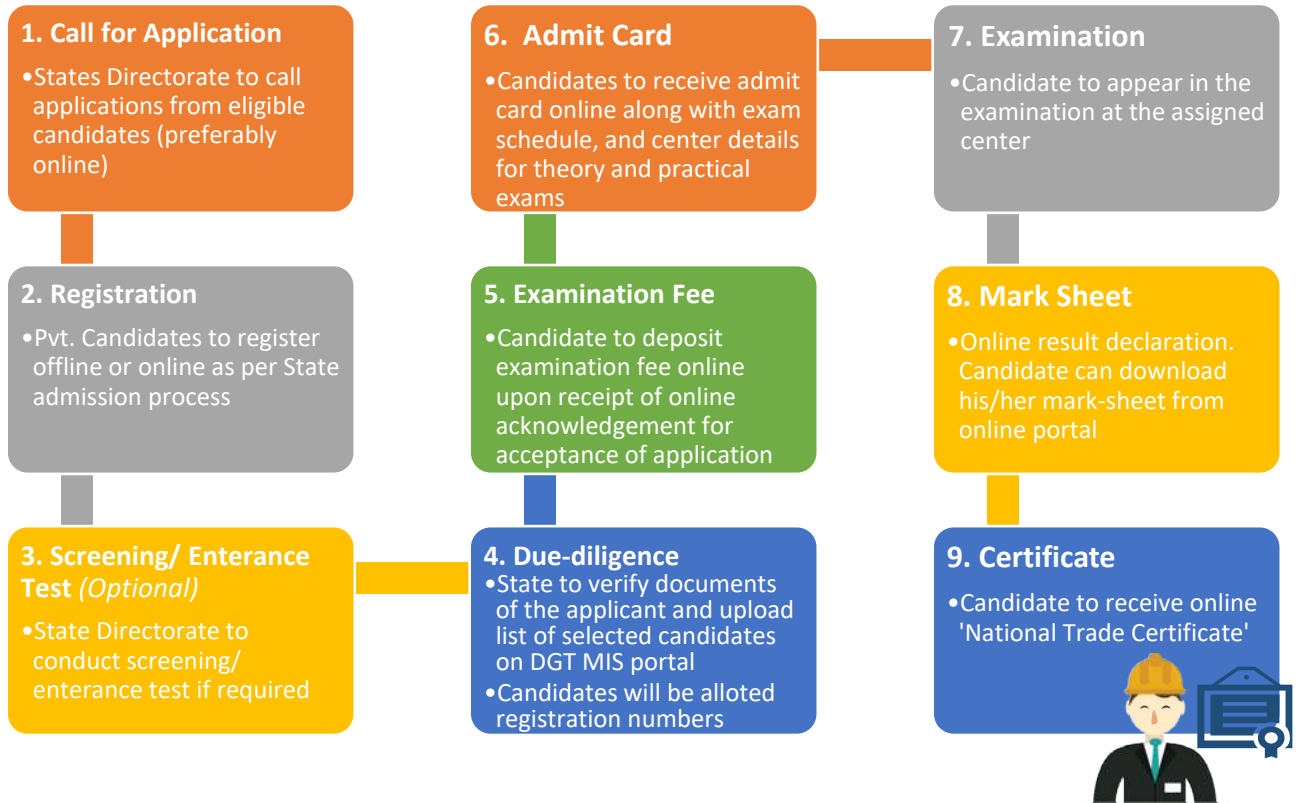
- VI. The applicant shall be provided a system generated receipt acknowledging acceptance of admission.

- VII. The candidate shall deposit online examination fees plus any charges/ amount as decided by the State. Receipt of fee deposited shall be generated and provided to Candidate.

- VIII. Candidate shall then be provided online admit card, along with details of exams' schedule and theory and practical examination center.

- IX. All other processes including uploading of mark sheet, e-certificate will be same as that of regular CTS candidates.

Process flow for Private candidate to obtain National Trade Certificate



Annexure I: Existing Guidelines for Private Candidate

DGE&T-19/ 7(14)/ 2014-16-CD
Government of India
M/o Skill Development & Entrepreneurship
Directorate General of Training

Shram Shakti Bhavan
New Delhi, dated 8th February, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations

Subject: Revised guidelines for candidates to appear for All India Trade Test (AITT) as a Private candidate under NCVT in semester system.

Sir,

NCVT has made provision for private candidates to appear for All India Trade Test for award of National Trade Certificate. The eligibility conditions for appearing in the AITT under CTS in respect of private candidates are as under:


- I. The applicant should have the minimum prescribed entry qualification for a particular trade under CTS in which he/she is desirous of appearing as private candidate.
- II. The applicant should possess minimum of 3 years' experience in the relevant trade in establishments implementing Apprenticeship Training Scheme/ small establishments covered under Factories Act, 1948 or Registered with any government/ local authorities.
- III. SCVT Certificate holder who has received institutional training in same trade with same duration of training period & entry qualification.
- IV. There should be trade test by SCVT for all the candidates who are desirous of appearing in the All India trade test under the aegis of NCVT as private candidates. All those, who qualify the SCVT test, may be permitted by the State Director to appear in the AITT under NCVT.
- V. Private candidates from establishments covered under the Apprentices Act, 1961 and sponsored candidates of ITIs and SCVT certificate holders (as in 3 above) may be exempted from appearing in the trade test to be conducted by the SCVT.
- VI. Apprentices under the Apprentices Act, 1961 who have failed six times in the All India Trade Tests for Apprenticeship can appear as private candidates in the corresponding ITI trade only. This will be only applicable to such apprentices who have not qualified earlier for the award of National Trade Certificate by the NCVT.

o/c 9/2/16
Page 1 of 1
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With operationalization of NCVT-MIS portal and to facilitate proper data entry on portal, the existing procedure for submitting the application by private candidates has been revised. The revised procedure is as under:

- a. The eligible private candidates having desired industry experience should apply to the State Director dealing with Craftsmen Training Scheme of any States irrespective of their native state, in the prescribed form, and Regular trainees of SCVT should apply to the State Director dealing with Craftsmen Training Scheme of the States where they are undergoing/ completed SCVT training
- b. Private candidates need to appear for all the semesters in that particular trade.
- c. SCVT trainees if desire to acquire National Trade Certificate as private candidates under NCVT then State Governments shall conduct training programme in semester system under SCVT and trainees after passing a particular semester exam in SCVT shall be allowed to appear in corresponding semester exam of AITT as private candidates under NCVT.
- d. The State Directors in-charge of training will verify the authenticity of the particulars of the private candidates keeping in view the guidelines given above before permitting them to appear in the AITT. State must have affiliated trade units in trades opted by candidates and candidates must be attached to an ITI having affiliated trade units in trades opted by candidates.
- e. The State Director (Secretary of the State Council) will submit a statement regarding the number of trainees in Engineering and non-Engineering trades ready to appear for the All India Trade Test in the prescribed proforma in triplicate to the Secretary, National Council of Vocational Training at least three months before the examinations are due to be held.
- f. Number of candidates do not depend upon affiliated trades units of ITIs.
- g. There is no upper age limit.
- h. Trainees after successfully passing all semester's exam for a trade shall be awarded National Trade Certificate as private candidates in that trade.

Yours faithfully,


(Sandhya Salwan)
Director (Training)
Member secretary, NCVT
sandhya.salwan@nic.in

Copy to:-

1. Directors of ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad, & Dehradun, FTI Bangalore & Jamshadpur, NIMI Chennai, CSTARI, Kolkata.

Annexure II: DGT notification of Examination Reforms for CTS

No. MSDE-18011/DGT/2017-TTC (Pt-III)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

**Employment Exchange Building, ICAR Complex,
Pusa, New Delhi – 110012, Date: 04 .10.2018**

To

1. All the State Director / Commissioner dealing with Craftsmen and Apprenticeship Training
2. All National Skill Training Institutes (NSTI) and NSTI (W) under DGT, MSDE
3. All the Regional Directors of Apprenticeship Training under DGT, MSDE

**Subject: Reforms in All India Trade Test conducted under the aegis of NCVT -
regarding**

Sir,

With reference to the recommendation of "Curriculum & Examination Reforms Committee" on examination system for exams conducted under the aegis of NCVT under Sub-Committee of National Council for Vocational Training (NCVT) on "Norms & Courses" the following reforms are hereby accepted for implementation in All India Trade Tests (AITT) conducted under aegis of NCVT.

- i) All the reforms here under will be applicable for the batch starting from the admission session August, 2018. However policy in respect of 'Grace Marks' for indicating (G) in marks sheet should be removed and may be implemented with immediate effect for all the schemes.
- ii) The DGT may go for On-line examinations for ITI trainees admitted for the session starting from August, 2018.
- iii) For the trainees admitted in ITIs from the session August, 2018 onwards & failed in theoretical papers should be granted grace marks up to the extent of maximum 06 (six) marks for each exams in one or more number of papers and there should not be any grace mark in practical examinations.

Also, the grace marks as above may be granted to the trainees in other schemes also i.e, DST, Flexi MoU & CoE under CTS, ATS and CITS, for examinations held after August, 2018.

However for trainees admitted under semester system before session August, 2018, the grace marks of 07 (Seven) for Engg trades and 02 (Two) for Non-Engg trades should continue as per prevailing guidelines till the sunset of semester

exams. These grace marks should not be indicated as 'G' in the marks card and grace marks provided in that paper may be added to marks secured by trainee to make it equal to pass marks and will result in increase of total marks obtained by trainee.

- (iv) For the trainees admitted in ITIs from the session August, 2018 onwards with NSQF complaint curriculum, the passing marks percentage in theoretical papers in Craftsmen Training Scheme is hereby reduced to 33% instead of existing 40%. However, passing marks percentage in practical examination will continue to remain as 60%. Accordingly, modified format of mark sheets for 1st and 2nd year of 01 year and 02 year courses in annexed. However, there is no provision of grace mark in practical examinations.
- (v) The NCVT has decided to provide graded autonomy to the Govt. and Private ITIs as per National Grading of ITIs in following cases:
 - a) All ITI's having infrastructure as per NCVT norms, may be self centre for practical exam with effect from AITT to be held in Jan/Feb19 in semester system and thereafter for annual exams also. However ITIs having grading less than 2.5 and also all ungraded ITIs, external examiner for practical examinations should be deputed by concern state/UT directorate.
 - b) All the ITI's having infrastructure as per NCVT norms and grade more than or equal to 2.5 may have their own examiner for practical examination in addition to self centre for practical exam. However, the examiner should be different from the instructor who has taught the trainees of the concern unit/shift during training.
 - c) All the ITIs providing training to Differently Abled (DA) trainees should have their self exam centre for theoretical paper exam as well as practical exam and may have their own examiner for practical examination.

In all the above cases, observers should be appointed by the state director for overall supervision of the exam.

Practical Examiner qualification: In addition to Degree/ Diploma and CITS passed out with 03 year experience in concerned discipline, the qualification for selection as practical examiner is hereby relaxed to ITI passed out instructors with atleast 03 (three) year of teaching experience.

- (vii) A establishment engaging more than 100 apprentice at one premises may have their own practical examination centre for conducting the practical exam of their apprentices in AITT under ATS and evaluation may be done by their own examiner with own set of question paper. However, they should submit the marks obtained by apprentices to concerned RDAT/ SAA for processing and declaration of results. Such establishment should have all infrastructures in accordance with NCVT norms for practical examination.
- (viii) For early declaration of results of ITI trainees, the engineering drawing answer sheets of ITI trainees should be evaluated at every district nodal ITIs within three

(03) working days from the last date of examination and marks of Practical & Engg Drawing should be uploaded in NCVTMIS portal by Nodal ITI.

- (ix) The annual exam for ITI trainees may be shifted to May/June in place of July/August for the trainees admitted from the session August, 2018 onwards. The supplementary exam may also be shifted accordingly in November/December each year.
- (x) The examination duration of theoretical papers in objective MCQ type question paper examination in OMR based / online examination for trainees under CTS, CITS & ATS question paper having 50 to 75 MCQ type questions is hereby reduced to 02 hours in place of 03 hours, duration of question paper having 25 MCQ type question is reduced to 01.30 hours in place of 03 hours and the duration of Engg. Drawing paper is reduced to 03 hour in place of 04 hours. There is no change in duration of practical exam.
- (xi) There will be certification and issuance of National Craft Instructor Certificate (NCIC) as Recognition of Prior Learning to in-service instructors of ITI with 03 years of teaching experience in Private / Government ITI, the in-service instructors of Govt / Pvt ITI should be registered in any NSTI through CFI portal of NCVT as private candidates. They should appear in examination at NSTI for such purpose.

The self- learning content of one month training of pedagogy course will be made available on CSTRAI website and in-service instructors who are willing to appear for the said exam are advised to learn this before appearing in exam. The instructor of Govt ITI should be recommended from State Directorate and instructors of Private ITI should be recommended from Principal of concern institute.

Details of such instructors should be forwarded to any NSTI for registration of instructors in CFI portal as Private candidate. The Director NSTI should examine the recommendation and register the eligible candidate in CFI portal as private candidate.

The examination will be held in the concerned NSTI with question paper from DGT and the candidates will appear in the examination as private candidate. The examinations may be conducted in frequency of 02 to 03 months for the duration of 03 /04 days.

Initially this mode of certification will be offered for only 02 years i.e. up to Dec 2020. In future if required, the exam may be conducted in ITIs having grading of 3 or more.

The Registration / Examination fee of Rs.3000/- per candidate will be charged.

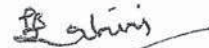
The examination paper for total – 500 marks should consists of -

- A. 1st Day Morning session - Theory paper consisting of 03 parts = 150 marks
 - 1. Trade Theory – 50 marks
 - 2. Workshop Science & Calculation – 50 marks
 - 3. Training Methodology – 50 marks
- B. 1st Day Afternoon session – Engineering Drawing - (50 marks)
- C. 2nd day Full day - Training Methodology Practical Examination - (100 marks) i.e.
 - i. Lesson plan development - 20 marks
 - ii. Demonstration plan development - 20 marks,
 - iii. Lesson plan delivery in class room - 30 marks
 - iv. Demonstration activity in workshop/Lab - 30 marks
- D. 3rd day Full day -Trade Practical Examination (200 marks) extended to next day if required.

The passing marks percentage will be 60% individually in every part of the examination.

You are requested to communicate all the stake holder for implementation of the above reforms in examinations conducted under aegis of National Council for Vocational Training (NCVT) and necessary action in this regard.

Your's faithfully



(S.D. Lahiri)

Deputy Director General (T&E)

Copy to : PPS (DG/AS), DDG (C&P), DDG (AT), Director (CFI), Director (AT), Director (T) Member Secretary NCVT and all sections of DGT, MSDE.

Annexure III: List of Allied trades

List of Allied Trades under Craftsman Training Scheme

SI No.	Trade Under CTS	Duration	NSQF Level	Allied Trade	Allied Trade Duration
1	Welder	1 Year	4	Nil	Nil
2	Wireman	2 Years	4	Welder	3 weeks
				Machinist	2 weeks
				Sheet Metal Worker	2 weeks
				Solar Technician (Electrical)	1 week
				Computer Hardware & Network Maintenance	2 weeks
3	Basic Cosmetology	1 Year	4	Health, Safety & Environment	2 weeks
4	Draughtsman (Mechanical)	2 Years	5	Fitter	1 week
				Turner	1 week
				Machinist	1 weeks
				Sheet Metal Worker	1 week
				Welder	1 Week
				Foundry Man	
				Electrician	1 Week
Mechanic Motor Vehicle					
5	Surface Ornamentation Technique(Embroidery)	1 Year	4	Nil	
6	Painter (General)	2 Years	5	Nil	
7	Tool & Die Maker (Press Tools, Jigs & Fixtures)	2 Years	5	Machinist	3 weeks
				Fitter	2 Weeks
				Machinist(Grinder)	7 weeks
				Welder	2 weeks
8	Plastic Processing Operator	1 Year	4	Machinist	1 week
				Electrician	1 week
9	Mechanic Machine Tools Maintenance	2 Years	5	Machinist	8 weeks
				Fitter	4 weeks
				Machinist(Grinder)	2 weeks
				Welder	2 Weeks
10.	Early Childhood Educator (Preparatory School Management)	1 Year	4	Nil	Nil
11	Fitter	2 Yrs	5	Welder	5 weeks
				Sheet Metal Worker	5 weeks
				Turner	5 weeks
12	Draughtsman(Civil)	2 Yrs	5	Surveyor	11 weeks
13	Machinist	2 Yrs	5	Fitter	10 weeks
				Turner	7 weeks
				Machinist(Grinder)	6 weeks
				Electronics mechanic	2 weeks
14	Carpenter	1 Yr	4	Fitter	1 week

				Sheet Metal worker	2 weeks
15	Machinist (Grinder)	2 Yrs	5	Fitter	6 weeks
				Turner	6 weeks
				Machinist	5 weeks
16	Attendant Operator (Chemical Plant)	2 Yrs	5	Fitter	9 weeks
				Instrument Mechanic	6 weeks
				Pump operator cum mechanic	4 weeks
17	Surveyor	2 Yrs	5	Nil	Nil
18	Sewing Technology	1 Yr	4	Nil	Nil
19	Health Sanitary Inspector	1 Yr	4	Food Production	3 weeks
				Health and safety Environment	31 weeks
20	Fire Safety and Industrial Management	1 Yr	4	Fireman	45 Weeks
21	Foundryman	1 Yr	4	NIL	
22	Architectural Assistant	1 Yr	4	Interior Design and decoration	12 Weeks
23	Mason	1 Yr	4	Carpenter	2 Weeks
				Civil Engineering Asst.	4 Weeks
24	Interior design & decoration	1 Yr	4	Architectural Draughtsman	21 weeks
				Civil Engineering Asst.	3 weeks
25	Electrician	2Year	5	Carpenter	2
				Sheet Metal Worker	2
				Electronics Mechanic	7
26	Computer Operator and Programming	1 Year	4	Computer hardware and network maintenance	2
				Software Testing Assistant	11
				Database System Assistant	2
				Computer Hardware and Network Maintenance	3
				Multimedia, Animation & Special Effects	3
				Information Technology	8
27	Dress Making	1Year	4	Fashion Design & Technology	11
28	Stenographer & Secretarial Assistant(English)	1Year	4	Secretarial Practice English	17
29	Electronics Mechanic	2 Years	5	Fitter	1 week
				Sheet Metal Worker	1 week
				Electrician	7 weeks
30	Mechanic Diesel	1 Year	4	Fitter	3 week
				Sheet Metal Worker	1 week
				Electrician	4 weeks
				Electronics Mechanic	1 week
				Welder	3 weeks

31	Turner	2 Years	5	Fitter	6 weeks
				Machinist Grinder	1 week
				Machinist	4 weeks
32	Plumber	1 Year	4	Fitter	5 weeks
				Turner	1 week
				Carpenter	2 weeks
				Welder	3 weeks
				Mason (Building Constructor)	3 weeks
33	Information and Communication Technology System	2 Years	5	Electrician	8 weeks
				Electronics Mechanic	12 weeks

Annexure IV: Mapping of CoE trades with corresponding CTS trade

APPLICABILITY OF CTS TRADES FOR COE COURSES

S. No.	Sector	Applicable CTS Trades ¹
1.	Agriculture Machinery	i) Mechanic Agricultural Machinery ii) Tractor Mechanic
2.	Apparel	i) Sewing Technology ii) Dress Making iii) Fashion Design & Technology iv) Computer Aided Embroidery & Designing v) Surface Ornamentation Techniques (Embroidery)
3.	Automobiles	i) Mechanic Motor Vehicle ii) Mechanic Diesel iii) Mechanic Auto Body Repair iv) Mechanic Auto Body Painting v) Driver Cum Mechanic (LMV)
4.	Bamboo Technology	i) Bamboo works
5.	Chemical	i) Attendant Operator (Chemical Plant) ii) Laboratory Assistant (Chemical Plant) iii) Instrument Mechanic (Chemical Plant) iv) Maintenance Mechanic (Chemical Plant)
6.	Construction and Wood working	i) Carpenter ii) Mason (Building Constructor) iii) Plumber/ Sanitary Hardware Fitter
7.	Electrical	i) Electrician ii) Electrician - Power Distribution iii) Wireman
8.	Electronics	i) Electronics Mechanic ii) Mechanic Consumer Electronic Appliances iii) Technician Power Electronics System
9.	Fitting & Welding	i) Welder ii) Welder (Fabrication & Fitting) iii) Welder (Pipe) iv) Welder (Structural) v) Welder (Welding & Inspection) vi) Welder (GMAW & GTAW)
10.	Food Processing Fabrication	i) Agro Processing ii) Food Beverage iii) Fruit & Vegetable Processor iv) Food Production (General) v) Baker and Confectioner vi) Dairying

		vii) Milk and Milk Product Technician viii) Food and Beverages Service Assistant
11.	Hospitality	i) Front Officer Assistant ii) Food and Beverages Service Assistant iii) Hospital Housekeeping iv) Housekeeper v) Human Resource Executive vi) Catering & Hospitality Assistant
12.	Industrial Automation	i) Technician Mechatronics
13.	Information Technology	i) Computer Operator and Programming Assistant (COPA) ii) Computer hardware and network maintenance (CHNM) iii) Multimedia Animation & Special Effect iv) Information Technology v) Desktop Publishing Operator (DTPO)
14.	Instrumentation	i) Instrument Mechanic ii) Technician Medical Electronics iii) Instrument Mechanic (Chemical Plant)
15.	Leather Good & Footwear	i) Footwear Maker ii) Leather Goods Maker
16.	Plastic Processing	i) Plastic Processing Operator
17.	Process Plant Maintenance	v) Mechanic Refrigeration & Air Conditioner vi) Instrument Mechanic (Chemical Plant) i) Maintenance Mechanic (Chemical Plant)
18.	Production and Manufacturing	i) Turner ii) Machinist iii) Draughtsman (Mechanical) iv) Fitter v) Technician Mechatronics vi) Tool & Die Maker (Press, Tools, Jigs & fixtures) vii) Welder
19.	Refrigeration & Air Conditioning	i) Mechanic Refrigeration & Air Conditioner ii) Central Air condition Plant Mechanic
20.	Textile Processing & Technology	i) Weaving Technician ii) Spinning Technician
21.	Tourism	i) Tourist Guide ii) Travel & Tour Assistant

¹ Candidate can appear in any of the CTS Trades indicated against each sector after completion of COE course and experience in the relevant area.

Annexure V: G.S.R 186(E), 2nd March 2017

(5) उक्त नियमों की अनुसूची- 1ख का लोप किया जाएगा।

[सं. डीजीटी-2(4)/2016-एपी]

आशीष शर्मा, संयुक्त सचिव

टिप्पणी:—मूल नियम भारत के राजपत्र, भाग-II, खंड 3, उप-खंड (i), तारीख 1 अगस्त, 1992 में अधिसूचना संख्या सा.का.नि. 356, तारीख 15 जुलाई, 1992 द्वारा प्रकाशित किए गए थे तथा तत्पश्चात अधिसूचना संख्या सा.का.नि. 198 (अ) तारीख 22 फरवरी, 2016 द्वारा अंतिम बार संशोधित किए गए।

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
NOTIFICATION

New Delhi, the 2nd March, 2017

G.S.R. 186(E).—In exercise of the powers conferred by sub-section (1) of section 37 of the Apprentices Act, 1961 (52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely:—

1. (1) These rules may be called the Apprenticeship (Second Amendment) Rules, 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Apprenticeship Rules, 1992 (hereinafter referred to as the said rules), in rule 7, —
 - (i) for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) The period of apprenticeship training in the case of trade apprentices referred to in clause (a), clause (aa) and clause (b) of Section 6 of the Act shall be as specified in Schedule-I.”;
 - (ii) sub-rule(1A) shall be omitted.
3. In Schedule I to the said rules, —
 - (i) in column (5), for the column heading, the following column heading shall be substituted, namely:-

“National Council for Vocational Training approved trades or State Council for Vocational Training approved trades or Apprenticeship trades”;
 - (ii) in Group No.I, relating to the “Machine shop trades group:”, against serial numbers 3 and 4 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

MCVT/SCVT के अंतर्गत

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3.	Machinist	8211.10 8211.15 8211.22 8211.28 8211.30 8211.32 8211.36 8211.38	Two years	1. Machinist	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.
4.	Machinist (Grinder)	7224.10 7224.30 7224.40 7224.45 8211.15	Two years	1. Machinist (Grinder) 2. Machinist 3. Turner	One year One year One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.”;

- (iii) in Group No.2, relating to the "Foundry trades group:", against serial number 2 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"2.	Foundryman	7211.50 8123.10	Two years	1. Foundryman	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.;"

- (iv) in Group No.3, relating to the "Metal Working trades group:", against serial numbers 1, 2, 3 and 4 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"1.	Forger and Heat Treater	7221.50 7223.30 8152.75 8152.90	Two years	---	---	Passed 10 th class examination under 10+2 system of education or its equivalent.
2.	Sheet Metal Worker	7213.10 7213.30 7213.90 8211.61	Two years	1. Sheet Metal Worker	One year	Passed 8 th class examination from a recognised school.
3.	Welder (Gas & Electric)	7212.10 7212.20 7212.40 7212.50 7212.65	One year and three months	1. Welder	Three months	Passed 8 th class examination from a recognised school.
4.	Motor Vehicle Body Builder	7422.25 7422.30	Two years	1. Sheet Metal Worker 2. Welder	One year One year	Passed 10 th class examination under 10+2 system of education or its equivalent.;"

- (v) in Group No.4, relating to the "Electrical trades group:", against serial numbers 2, 3, 4, 5, 7 and 9 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"2.	Lineman	7245.10	Two years	1. Wireman	One year	Passed 8 th class examination from a recognised school.
3.	Wireman	7137.20	Two years	1. Wireman 2. Electrician	One year One year	Passed 8 th class examination from a recognised school.
4.	Mechanic Auto Electrical and Electronics	7241.10 7241.70	Two years	1. Mechanic Auto Electrical and Electronics	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
5.	Electrician Aircraft	7241.60	Two years	1. Electrician	One year	Passed 10 th class examination under 10+2 system of

						education or its equivalent.
7.	Cable Jointer	7245.20	Two years	1. Wireman 2. Electrician	One year One year	Passed 8 th class examination from a recognised school.
9.	Electroplater	8223.10	Two years	1. Electroplater	One year	Passed 10 th class examination under 10+2 system of education or its equivalent. ”;

(vi) in Group No.5, relating to the “Building and Furniture trades group:”, against serial numbers 1 and 2 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
*1.	Carpenter	7124.10 7124.20	Two years	1. Carpenter	One year	Passed 8 th class examination from a recognised school.
2.	Plumber	7136.10 7136.30	Two years	1. Plumber	One year	Passed 10 th class examination under 10+2 system of education or its equivalent. ”;

(vii) in Group No.6, relating to the “Maintenance trades group:”, against serial numbers 1, 3 and 7 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
*1.	Mechanic Machine Tool Maintenance	8281.55 8281.10	Two years	1. Mechanic Machine Tool Maintenance	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
3.	Maintenance Mechanic (Chemical Plant)	8159.79	Two years	1. Maintenance Mechanic (Chemical Plant)	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.
7.	Material Handling Equipment Mechanic-cum- Operator	9333.10	Two years	1. Mechanic Machine Tool Maintenance	One year	Passed 10 th class examination under 10+2 system of education or its equivalent. ”;

(viii) in Group No.7, relating to the “Precision Machining trades group:”, against serial numbers 1, 2 and 3 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
*1.	Tool and Die Maker (Dies and Moulds)	7222.50 7222.60 7211.10	Two years	1. Tool and Die Maker (Dies and Moulds)	One year	Passed 10 th class examination with Science and

		7211.50		2. Tool and Die Maker (Press Tools, Jigs and Fixtures)	One year	Mathematics under 10+2 system of education or its equivalent.
				3. Machinist	One year	
2.	Tool and Die Maker (Press Tools, Jigs and Fixtures)	7222.20 7222.30 7222.50 8211.10 8211.15 8211.22 8211.30 8211.38 8211.55 8211.70	Two years	1. Tool and Die Maker (Press Tools, Jigs and Fixtures)	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.
				2. Tool and Die Maker (Dies and Moulds)	One year	
				3. Machinist	One year	
3.	Plastic Mould Maker	7222.50 8232.65	Two year	1. Tool and Die Maker (Dies and Moulds)	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.”;
				2. Tool and Die Maker (Press Tools, Jigs and Fixtures)	One year	

(ix) in Group No.8, relating to the “Instrument trades group”, against serial numbers 1 and 2 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
“1.	Instrument Mechanic	7311.10 7311.30 7311.60 7311.90	Two years	1. Instrument Mechanic	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
2.	Mechanic Instrument Aircraft	7311.10 7311.67	Two years	1. Instrument Mechanic	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.”;

(x) in Group No.9, relating to the “Refrigeration and Air-conditioning trades group”, against serial number 1 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
“1.	Mechanic Refrigeration and Air Conditioning	845.706	Two years	1. Mechanic Refrigeration and Air Conditioning	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.”;

(xi) in Group No.10, relating to the “Heat Engines trades group.” -

(a) against serial numbers 2,3 and 4 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
“2.	Mechanic Diesel	7233.24	Two years	1. Mechanic Diesel	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.

3.	Mechanic Tractor	7231.10	Two years	1. Mechanic Tractor	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
4.	Mechanic Earth Moving Machinery	735.41	Two years	---	---	Passed 10 th class examination under 10+2 system of education or its equivalent.”;

(b) after serial number 11 and the entries relating thereto, the following shall be inserted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
“12.	Technician (Automotive Manufacturing)	8281.65 8281.70	Two years	1. Fitter 2. Automotive Manufacturing	One year One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.”;

(xii) in Group No.11, relating to the “Draughtsman and Survey trades group:”, against serial numbers 1 and 2 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
“1.	Draughtsman (Civil)	3118.20 3118.50	Two years	1. Draughtsman (Civil)	One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
2.	Draughtsman (Mechanical)	3118.40	Two years	1. Draughtsman (Mechanical)	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.”;

(xiii) in Group No.12, relating to the “Construction trades group:”, against serial number 1 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
“1.	Fitter structural	7214.70	Two years	1. Fitter	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.”;

(xiv) in Group No.13, relating to the “Power Plant trades group:”, against serial numbers 1,2 and 3 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
“1.	Boiler Attendant	8162.20	Two years	---	---	Passed 10 th class examination with Science and Mathematics under

						10+2 system of education or its equivalent.
2.	Steam Turbine-cum-Auxiliary Plant Operator	8161.30	Two years	---	---	Passed 10 th class examination under 10+2 system of education or its equivalent.
3.	Switch Board Attendant	8161.50	Two years	---	---	Passed 10 th class examination under 10+2 system of education or its equivalent.”;

(xv) in Group No.15, relating to the “Hotel and Catering trades group:”, against serial numbers 3,5 and 6 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
*3.	Steward	5123.40	One year and three months	1. Catering and Hospitality Management 2. Food and Beverages Services Assistant	Three months Three months	Passed 10 th class examination under 10+2 system of education or its equivalent.
5.	House Keeper (Hotel)	5121.10	One year and three months	1. House Keeper 2. Domestic House Keeping 3. Corporate Housekeeping 4. Institution House Keeping	Three months Three months Three months Three months	Passed 10 th class examination under 10+2 system of education or its equivalent.
6.	Receptionist/ Hotel Clerk/ Front Office Assistant	3431.30 4221.10 4221.20	One year and three months	1. Front Office Assistant	Three months	Passed 10 th class examination under 10+2 system of education or its equivalent.”;

(xvi) in Group No.18, relating to the “Chemical trades group:”, against serial numbers 1, 2, 3 and 5 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
*1.	Attendant Operator (Chemical Plant)	7414.40, 7422.55 8142.10, 8142.15 8142.40, 8142.50 8142.90, 8143.15	Two years	1. Attendant Operator (Chemical Plant)	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of

		8151.15, 8151.30 8151.60, 8152.10 8152.30, 8152.60 8153.10, 8153.40 8154.20, 8154.40 8155.10, 8159.34 8276.81, 8159.64 8159.72, 8159.76 8159.82, 8159.86 8276.10, 8276.20 8276.81, 8276.50 8276.70, 8275.50 8275.40, 8131.60 8231.10, 8231.67 8231.20, 8122.10 8142.20, 8142.45 8143.10, 8143.25 8151.30, 8151.10 8151.60, 8152.15 8152.25, 8152.90 8153.30, 8154.10 8154.30, 8159.88 8159.30, 8159.42 8159.62, 8159.68 8159.74, 8159.80 8159.84, 8159.88 8276.23, 8276.20 8276.40, 8276.60 7414.40, 8275.65 8272.10, 8231.65 8231.15, 8231.30	One year	---	---	education or its equivalent. Passed B.Sc. with Physics, Chemistry and Mathematic or Biology.
2.	Instrument Mechanic (Chemical Plant)	7311.30, 7311.65 7241.10	Two years	1. Instrument Mechanic (Chemical Plant)	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.
			One year	---	---	Passed B.Sc. with Physics and Chemistry.
3.	Laboratory Assistant (Chemical Plant)	3111.30, 3116.10 3116.30, 3116.50 3117.30	Two years	1. Laboratory Assistant (Chemical Plant)	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.
			One year	-	-	Passed B.Sc. with Physics, Chemistry and Mathematic or Biology.
5.	Plastic Processing Operator	8232.15, 8232.18 8232.20, 8232.65 8232.25, 8232.30	Two years	1. Plastic Processing Operator	One year	Passed 10 th class examination with Science and

		8232.35,8232.40 8232.70,8232.45 8232.50,7222.50				Mathematics under 10+2 system of education or its equivalent.”;
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(xvii) in Group No.19, relating to the “Cutting and tailoring trades group:”, against serial numbers 2, 3 4 and 5 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2	Tailor (Men)	791.30 791.40 791.50	One year and three months	1. Sewing Technology 2. Dress Making	Three months Three months	Passed 8 th class examination from a recognised school.
3.	Tailor (Women)	791.20	One year and three months	1. Sewing Technology 2. Dress Making	Three months Three months	Passed 8 th class examination from a recognised school.
4.	Tailor (General)	791.10 791.90	One year and three months	1. Sewing Technology 2. Dress Making	Three months Three months	Passed 8 th class examination from a recognised school.
5.	Dress Maker	781.20	One year and three months	1. Dress Making	Three months	Passed 8 th class examination from a recognised school.”;

(xviii) in Group No.20, relating to the “Agriculture trades group:”, against serial number 5 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Pump Operator-cum-Mechanic	8169.40	Two years	1. Pump Operator-cum-Mechanic	One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.”;

(xix) in Group No.23, relating to the “Electronics trades group:”, against serial number 1 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Mechanic Radio and Radar Aircraft	7242.10 7243.20 7243.10 7243.75 7243.80	Two years	1. Electronics Mechanic 2. Mechanic Consumer Electronic Appliances 3. Technician Power Electronics System	One year One year One year	Passed 10 th class examination under 10+2 system of education or its equivalent.”;

				4. Mechanic Industrial Electronics	One year	
--	--	--	--	--	----------	--

(xx) in Group No.25, relating to the "Iron and Steel trades group:", against serial number 5 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"5.	Operator (Steel Plant)	8121.15 8121.55 8121.60 8122.50 8122.52 8159.10 8159.12 8161.45	Two years	---	---	Passed 10 th class examination under 10+2 system of education with Science and Mathematics or its equivalent.;

(xxi) in Group No.26, relating to the "Beautician trades group:", against serial numbers 2 and 4 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"2.	Hair Cutter/ Dresser	560.20	One year and three months	---	---	Passed 8 th class examination from a recognised school or its equivalent.
4.	Hair and Skin Carer	560.30	One year and three months	1. Basic Cosmetology	Three months	Passed 10 th class examination under 10+2 system of education or its equivalent.;

(xxii) in Group No.28, relating to the "Painting trades group:", against serial number 1 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"1.	Painter (General)	7142.10	Two years	1. Painter (General)	One year	Passed 8 th class examination from a recognised school.;

(xxdii) in Group No.31, relating to the "Multi-skill trades group:", against serial numbers 1,3,4,5,6, 7 and 8 and the entries relating thereto, the following serial numbers and entries shall respectively be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"1.	Mechanic Industrial Electronics	7243.10	Two years	1. Electronics Mechanic 2. Mechanic Consumer Electronic Appliances 3. Technician Power Electronics System 4. Mechanic Industrial Electronics	One year One year One year One year	Passed 10 th class examination under 10+2 system of education or its equivalent.

3.	Operator Advanced Machine Tool	8211.108211.15 8211.22 8211.28 8211.30 8211.32 8211.36 8211.38	Two years	1. Operator Advanced Machine Tool 2. Machinist 3. Turner	One year One year One year	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.
4.	Power Electrician	7137.10 7241.107 241.2081 61.45 8161.50	Two years	1. Electrician	One year	Passed 10 th class examination with Science under 10+2 system of education or its equivalent.
5.	Operator- cum- Mechanic Power Plant	8161.45	Two years	---	---	Passed 10 th class examination with Science and Mathematics under 10+2 system of education or its equivalent.
6.	Mechanic Medical Electronics	7243.30 3133.20 3133.90	Two years	1. Electronics Mechanic 2. Mechanic Consumer Electronic Appliances 3. Technician Power Electronics System 4. Mechanic Medical Electronics	One year One year One year One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
7.	Mechanic Consumer Electronics Appliances	7242.10 7242.90 7243.10 7243.40 7243.45 7243.50 7233.58	Two years	1. Electronics Mechanic 2. Mechanic Consumer Electronic Appliances 3. Technician Power Electronics Systems	One year One year One year	Passed 10 th class examination under 10+2 system of education or its equivalent.
8.	Mechanic Mechatronics	7233.38 7233.46	Two years	1. Mechanic Mechatronics	One year	Passed 10 th class examination with Science and Mathematics under

				2. Mechanic Machine Tool Maintenance	One year	10+2 system of education or its equivalent.;
--	--	--	--	--	----------	--

(xxiv) in Group No.32, relating to the "Informal Sector trades group:", against serial number 3 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"3.	Customer Care Associate	4221.90 4221.30	One year and three months	--	--	Passed 10 th class examination under 10+2 system of education or its equivalent.;

(xxv) in Group No.33, relating to the "Retail Sector trades group:", against serial number 1 and the entries relating thereto, the following serial number and entries shall be substituted, namely:-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
"1.	Sales Person (Retail)	5220.35 5220.60	One year and three months	--	--	Passed 10 th class examination under 10+2 system of education or its equivalent..".

(4) Schedule – IB to the said rules shall be omitted.

[No. DGT-2(4)/2016-AP]

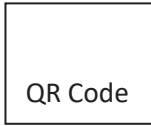
ASHEESH SHARMA, Jt. Secy.

Note : The principal rules were published in the Gazette of India, Part-II, Section 3, Sub-section (i), dated the 1st August, 1992 vide number G.S.R. 356, dated the 15th July, 1992 and last amended vide number G.S.R. 198(E), dated the 22nd February, 2016.

Annexure VI: Format for e-Marksheet

Roll No:

Sr. No:.....



STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under AEGIS of N.C.V.E.T
Directorate General of Training
Craftsmen Training Scheme (CTS)
Academic Session- Month/Year.....
(Annual Examination) 06 Month/01 Year Trades
(Private Candidate under CTS)

Name.....Date of Birth.....
 Father's Name.....Mother's Name.....
 Trade Name.....NSQF Level.....
 ITI name and Address.....
 Grade (optional).....Exam Month/ Year.....

For Engineering trade except Draughtsman Group of Trades					For Draughtsman Group of Trades				For Non-Engineering Trades			
Sl.No	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33	
2.	Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17	
3.	Workshop cal & Sc. (Core Skill)	50	17		Workshop cal & Sc. (Core Skill)	50	17					
4.	Engg. Drawing (Core Skill)	50	17									
5.	Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150	
	Total	500			Total	450			Total	400		

RESULT: PASS/FAIL in...../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Controller of Examination, DGT

Roll No:.....

Sr. No:.....



QR Code

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under AEGIS of N.C.V.E.T
Directorate General of Training
Craftsmen Training Scheme (CTS)
Academic Session- Month/Year.....
First Year (Annual Examination) 02 Year Trades
(Private Candidate under CTS)

Name.....Date of Birth.....
 Father's Name.....Mother's Name.....
 Trade Name.....NSQF Level.....
 ITI name and Address.....
 Grade (optional).....Exam Month/ Year.....

For Engineering trade except Draughtsman Group of Trades					For Draughtsman Group of Trades				For Non-Engineering Trades			
Sl.No	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33	
2.	Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17	
3.	Workshop cal & Sc. (Core Skill)	50	17		Workshop cal & Sc. (Core Skill)	50	17					
4.	Engg. Drawing (Core Skill)	50	17									
5.	Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150	
	Total	500			Total	450			Total	400		

RESULT: PASS/FAIL in...../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Controller of Examination, DGT

Roll No:.....

Sr. No:.....

QR Code



STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under AEGIS of N.C.V.E.T
Directorate General of Training
Craftsmen Training Scheme (CTS)
Academic Session- Month/Year.....
Second Year (Annual Examination) 02 Year Trades
(Private Candidate under CTS)

Name.....Date of Birth.....
 Father's Name.....Mother's Name.....
 Trade Name.....NSQF Level.....
 ITI name and Address.....
 Grade (optional).....Exam Month/ Year.....

For Engineering trade except Draughtsman Group of Trades					For Draughtsman Group of Trades				For Non-Engineering Trades			
Sl.No	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33	
2.	Workshop cal & Sc. (Core Skill)	50	17		Workshop cal & Sc. (Core Skill)	50	17					
3.	Engg. Drawing (Core Skill)	50	17									
4.	Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150	
	Total	450			Total	400			Total	350		

RESULT: PASS/FAIL in...../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Controller of Examination, DGT

Roll No:.....

Sr. No:.....



QR Code

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under AEGIS of N.C.V.E.T
Directorate General of Training
Craftsmen Training Scheme (CTS)
1st & 2nd Year (Annual Examination) Engineering Trades
(Private Candidate under CTS)

Name.....Date of Birth.....
Father's Name.....Mother's Name.....
Trade Name.....NSQF Level.....
ITI name and Address.....
ITI Grade (optional).....Exam Month/ Year.....

Sl. No	Year End	Trade Theory			Employability Skills			Workshop Cal. Science			Engineering Drawing			Trade Practical			Total	
		Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Marks Secured
1.	1 st Year	100	33		50	17		50	17		50	17		250	150		500	
2.	2 nd Year	100	33					50	17		50	17		250	150		450	

RESULT: PASS/FAIL in...../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Controller of Examination, DGT

New Delhi

Date.....



सत्यमेव जयते

Roll No:.....

Sr. No:.....

QR Code

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under AEGIS of N.C.V.E.T
Directorate General of Training
Craftsmen Training Scheme (CTS)
1st & 2nd (Annual Examination) Draughtsman group of Trades
(Private Candidate under CTS)

Name.....Date of Birth.....
Father's Name.....Mother's Name.....
Trade Name.....NSQF Level.....
ITI name and Address.....
ITI Grade (optional).....Exam Month/ Year.....

Sl.No	Year End	Trade Theory			Employability Skills			Workshop Cal. Science			Trade Practical			Total	
		Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Marks Secured
1.	1st Year	100	33		50	17		50	17		250	150		450	
2.	2nd Year	100	33					50	17		250	150		400	

RESULT: PASS/FAIL in...../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Controller of Examination, DGT

New Delhi

Date.....

Roll No:.....

Sr. No:.....



QR Code

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under AEGIS of N.C.V.E.T
Directorate General of Training
Craftsmen Training Scheme (CTS)
1st & 2nd Year (Annual Examination) Non-Engineering Trades
(Private Candidate under CTS)

Name.....Date of Birth.....
Father's Name.....Mother's Name.....
Trade Name.....NSQF Level.....
ITI name and Address.....
ITI Grade (optional).....Exam Month/ Year.....

Sl.No	Year End	Trade Theory			Employability Skills			Trade Practical			Total	
		Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Marks Secured
1.	1 st Year	100	33		50	17		250	150		400	
2.	2 nd Year	100	33		-	-		250	150		350	

RESULT: PASS/FAIL in...../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Controller of Examination, DGT

New Delhi

Date.....

Annexure VII: Format for e-National Trade Certificate

रोल नं. Roll No.....



भारत सरकार

GOVERNMENT OF INDIA

कौशल विकास और उद्यमिता मंत्रालय

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

प्रशिक्षण महानिदेशालय

DIRECTORATE GENERAL OF TRAINING

राष्ट्रीय व्यवसाय प्रमाण पत्र

NATIONAL TRADE CERTIFICATE

(प्राइवेट उम्मीदवार)

(Private Candidate)

प्रमाण पत्र सं

Certificate No.



Photo

प्रमाणित किया जाता है कि Certified that

श्री/श्रीमती/कुमारी/Shri/Smt/Kumari.....

पुत्र/पत्नी/पुत्री श्री Son/Wife/Daughter of Shri.....

माता का नाम श्रीमती Mother's name Smt.....

जन्म तिथि Date of Birth.....

संस्थान का नाम Name of the Institution.....

व्यवसाय का नाम Name of the Trade.....

को अखिल भारतीय व्यावसायिक परीक्षा having passed All India Trade Test, माह Month.....वर्ष Year.....

उत्तीर्ण होने पर यह राष्ट्रीय व्यवसाय प्रमाण पत्र प्रदान किया जाता है। is hereby awarded this National Trade Certificate.

परीक्षा नियंत्रक

प्रशिक्षण महानिदेशालय

Controller of Examination

Directorate General of Training

नई दिल्ली/ New Delhi

दिनांक/ Date :

*DGT is recognized as awarding body

Cut from this line and use as pocket NTC-----

Back-----



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING
NATIONAL TRADE CERTIFICATE
(PRIVATE CANDIDATE)

Shri/Smt/Kumari.....

Son/Wife/Daughter of Shri.....

Trade.....

Roll.no.....

Certificate No.....

जन्म तिथि Date of Birth.....

संस्थान का नाम Name of Institution.....

प्रवेश सत्र Admission Session.....

अखिल भारतीय व्यावसायिक परीक्षा All India Trade Test passed in

माह Month..... वर्ष Year.....

परीक्षा नियंत्रक

प्रशिक्षण महानिदेशालय

Controller of Examination

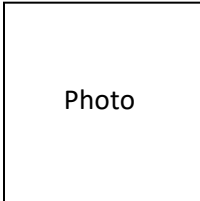
Directorate General of Training

नई दिल्ली /New Delhi

दिनांक/ Date :

Annexure VIII: Standard Application Form format

**GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING**



Sample Application form for Private Candidates

1. Full name (In Capital letters).....
2. Permanent Address
3. Address for correspondence.....
4. Father's Name.....
5. Mother's Name.....
6. Father's Occupation.....
7. Office address.....
8. Name of the State from where applying
9. Name of Trade applying for.....
10. Category (Allied trade/CoE/SCVT/Others).....
11. Educational & Technical Qualifications:

Year from.....to.....	Name of the Institute Attended	Name of Exam Qualified

12. Total work experience in an Industry/Establishment:
 Total Duration (No. of years).....
 Year.....Month.....

Period (Years & months)	Name of Industry/Establishment	Type of work	Brief Details of work experience

13. Establishment/Industry Registration details.....
14. Experience certificate from employer.
15. Character certificate from employer (optional)
 Date of Birth as entered in school records.....
 (Attach a self attested copy)
16. Age as on the date of submission of application.....

I certify that the information furnished in this document is true & to the best of my knowledge.

Applicant's Signature

Principal
(Complete Name & Address of recipient ITI)

Date:.....

Note- Application form may be made available online at the DGT MIS Portal or State Portal