

No. MSDE- 18012/01/RPL/2019-TTC
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate of Training

Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi-12, Dated 21.05.2019

To

1. All the State Director / Commissioner dealing with CTS.
2. All the Director, NSTI and RDSDE, DGT.

Subject :- Conduct of AITT of Candidates registered in NIMI portal for certification under RPL under Craft Instructor Training Scheme (CITS) and approved by State Directorate concerned – Standard Operating Procedure (SOP) – regarding.

Sir,

In continuation to this office letter of even no. dated 14.05.2019 on subject matter, it is clarified that DGT has decided to facilitate the candidates so the exam for RPL will be conducted at the NSTI / Govt. ITI in the state where the candidates is posted. The exam centre at NSTI selected by the candidate at the time of online application in NIMI portal is not allowed this time to avoid any inconvenience to candidate in travelling longer distances to attend the exam.

Following Standard Operating Procedure (SOP) has to be followed for conduct of Engineering Drawing and Practical exams under RPL:-

- (i) The list of approved candidates provided from DGT/ NIMI has to be used as reference for all activities.
- (ii) Exam centre for Engineering Drawing & Practical has to be decided in consultation with concerned State Directorate.
- (iii) Exam for the trades not available in NSTI in the concerned state, has to be conducted at Govt. ITI decided by the concerned State Directorate depending upon availability of trades, more than one ITI may be used.
- (iv) For RoDA and other trades in which there is no needs of full workshop infrastructure, the exam may be conducted at NSTI in the concerned State or Govt. ITI, if there is no NSTI in the State.
- (v) Once the exam centre is decided then its name and address should be mentioned in main list for individual candidates.
- (vi) Exam centre wise, trades wise list should be prepared in MS-Excel format with candidates Registration No., Name and Father name, pass in PoT module of 03 month etc. and it should be used as attendance sheet at the time of document verification and issue of hall ticket, attendance during practical exam and finally for submission of marks obtained by the candidates. Absent should be marked against the name of the candidate, if candidate does not report for the examination.
- (vii) External Examiner for the trades and TM practical should be appointed in consultation with State directorate/ Govt. ITI Principal / Principal NSTI as per the

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guidelines issued vide DGT letter No. **MSDE- 18012/01/RPL/2019-TTC dated 14.05.2019**. The name of examiner from panel of examiners at Govt ITI / NSTI may be used if required.

- (viii) Candidates should be informed through e-mail for Reporting time at exam centre and Name & address of exam centre for each candidate should be mentioned against his/her name and may be advised to report the specified exam centre with documents as per list below and full list of candidates should be attached for reference.
- (ix) Following documents shall be verified before issue of manual hall tickets:-
- (a) Experience certificate and sponsoring letter issued from a competent authority.
 - (b) EPF statement, in case of candidates sponsored by Private ITI.
 - (c) Qualification certificate on which the candidate was appointed as Instructor.
 - (d) Two copies of photograph as uploaded in NIMI Portal for affixing on manual hall ticket.
 - (e) Photo identity card issued by Govt. or any authority/ Aadhar card etc for verification of identity of candidate/
 - (f) Certificate issued by DGT for PoT / 03 months module for the purpose of exemption in Practical test of PoT / TM under RPL.
- (x) Hall Ticket should be issue for following exams as per trades requirement if the documents are verified correctly (Format enclosed). The issuing official should sign and put the seal across photograph also.
- | | |
|--|----------------|
| (a) Engineering Drawing | YES / NO |
| (b) Vocational Science & Calculation (Practical) | YES / NO |
| (c) Soft Skill & English Communication (Practical) | YES / NO |
| (d) Trade Practical | YES / NO |
| (e) PoT/TM Practical | YES / Exempted |
- (xi) The marks obtained by candidates should be tabulated in Excel sheet in separate columns for above mentioned exams as per template provided by T.T. Cell, DGT.

All concerned are requested to follow the above mentioned Standard Operating Procedure (SOP) to avoid any difference in procedure adopted at various exam centres during AITT under RPL and process may be completed without any inconvenience.


(Sunil Kumar Gupta)

Director (TTC)/ Controller of examination

Copy to:- DDG, DGT and Director CFI for information.

**All India Trade Test (AITT) for Recognition of Prior Learning (RPL)
Under Craft Instructor Training Scheme (CITS)**

HALL TICKET

(For Engg drawing and Practical exams)

1. Duration of examination: 27.05.2019 to 01.06.2019

2. Name & address of exam centre:

3. Trade:.....

4. Regn. no. of the Candidate:.....

5. Name of the candidate:.....

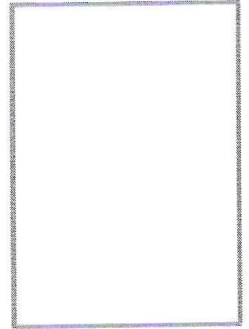
6. Father/Husband/Guardian Name:.....

7. Name of Sponsoring ITI

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8. Details of the examination allowed:-

- | | |
|--|----------------|
| (a) Engineering Drawing | YES / NO |
| (b) Vocational Science & Calculation (Practical) | YES / NO |
| (c) Soft Skill & English Communication (Practical) | YES / NO |
| (d) Trade Practical | YES / NO |
| (e) PoT / TM Practical | YES / Exempted |



Signature and seal of the issuing authority