

MSDE-18012/03/Sem-July/2016-TTC
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 04th July, 2016

To

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NVTI-Noida and RVTIs-Mumbai, Bengaluru, Thiruvananthapuram, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur, Vadodara, Shimla, Mohali, Agartala, Trichy and Patna.

Subject:-Guidelines for OMR based All India Trade Test (Semester System / Conventional System) under Craftsmen Training Scheme (CTS)- for State Directors, Trade Testing Centres and Trainees for I/II/III/IV Semester to commence from 20th July, 2016.

Sir,

The All India Trade Test for the Semester I/II/III/IV and Conventional system under CTS is scheduled to be held from **20th July, 2016**. Trade Testing Cell (TTC) has worked out various modalities for smooth conduct of examination.

As you are aware that, the theory subject papers for all the semesters are objective type except Engineering Drawing Paper which is subjective type in 2nd Semester and onwards. The objective type question papers are to be answered on OMR sheet supplied by DGT as per indent received from State Directors. The packets of OMR sheet will be sent to the respective State Directors who will further distribute these packets of OMR sheets to the trade testing centres under their control and they will collect the OMR sheets after the finish of exams within two days from the examination centres.

It is to inform you that in Semester-I, paper-I/II of four semester and one/two semester trades is to be held on the same day and same time simultaneously:-

Sl. No.	Paper	Semester	Duration	Date and Time
1.	Paper-I (Trade Theory & Employability Skills)	I	Four Semester Duration	01.08.2016 at 10:30 AM
			One and two Semester Duration	
2.	Paper-II (W/Sh. Cal & Sci. and Engg. Drawing)	I	Four Semester Duration	02.08.2016 at 10.30 AM
			One and two Semester Duration	

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The Broad Guidelines are as under:-

1. Question Papers for Engineering and Non-Engineering trades under semester system:-

NOTE:- All objective type question papers carries negative marking. **25% marks of marks allocated to each question will be deducted for each wrong answer.**

Semester-I

NOTE: For semester system effective from August 2013 and onwards:-

- There will be a common theory paper for the trades given below in **Semester-I** :-
 - a) Mechanic Diesel Engine, Mechanic Tractor, Mechanic Auto Electrician and Electronics, Mechanic Motor Cycle, Pump Operator cum Mechanic, Mechanic Motor Vehicle and Mechanic Agricultural Machinery. **(7 Trades)**
 - b) Electrician, Wireman, Electroplater and Lift & Escalator Mechanic. **(4 Trades)**
 - c) Tool & Die Maker (Dies & Moulds) and Tool & Die Maker (Press Tools, Jigs & Fixtures). **(2 Trades)**
 - d) Trade Architectural Draughtsmanship is Non-Engineering for Trainees admitted in August, 2014 and Engineering for Trainees admitted in August, 2015.
- There will be a **common paper of Workshop Calculation & Science and Engineering Drawing** for all Engg. Trades in semester-I on the basis of entry qualification 8th pass and 10th pass for both one year and 2 years duration trades except the trade Architectural Draughtsmanship. The W/Sh. Cal. & Sci. and Engineering Drawing paper is separate and trade specific for Architectural Draughtsmanship trade.

Semester-II

NOTE:- For semester system effective from August 2013 and onwards :-

- There is a common theory paper for the trades given below in the second semester.
 - (a) Electronics mechanic, Technician Power Electronic System, Mechanic Consumer Electronics Appliances – **(03 trades)**.
 - (b) Tool & Die Maker (Dies & Moulds), Tool & Die Maker (Press Tools, Jigs & Fixtures) – **(02 Trades)**.
- There will be a **common paper of Workshop Calculation & Science and Engineering Drawing** for all Engg. trades in semester-II on the basis of entry qualification 8th pass and 10th pass for both one year and 2 years duration trades.

Semester-III & IV

Note:- There will be grouping of trades on the basis of revised syllabus in year 2014 for W/Sh. Cal. & Sci. and Engg. Drawings' papers.

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FOR NON-ENGINEERING TRADES

- All objective type question papers carries negative marking. **25% marks of marks allocated to each question will be deducted for each wrong answer.**
- There will be a common theory paper for the trades Secretarial Practice and Stenography & Secretarial Assistant (English) **(2 Trades) in Semester-I only.**

GENERAL GUIDELINES

- All the **objective type** papers are to be answered on given OMR Sheet. Sample OMR Sheet is enclosed.
- The OMR sheets will be sent directly to the State Directorate at least 15 days before the commencement of OMR based Examination and **not alongwith the question papers.**
- There is a common paper for 63 trades revised in August, 2013 and revised by Mentor Council in August, 2014 as already intimated vide letter no. **MSDE-18011/2/2014-TTC (Semester System)-TTC-Pt. dated 03.09.2015.**
- The subject **Employability Skills** will be covered as per DGET letter no. **DGET-19/17/2010-CD-Pt. dt. 28th Nov. 2013** (copy enclosed) in I / II Semester. **There will be no paper for Employability Skills for Semester III & IV.**
- **Second semester onwards the exam in the subject Engineering Drawing for all the Engineering trades shall be of conventional type with four hour duration and maximum marks 75 (to be attempted on Drawing Sheet).**
- Trade Name, Trade Code, Trade Subject, Paper-I/II/III, Part-A/B, Semester-I/II/III/IV, the maximum marks and exam duration shall be mentioned on the top of question paper.
- Evaluation of OMR based papers shall be carried out by DGT.

2. Instructions to State Directors:-

1. For the trades Steno (English), Steno (Hindi) and Secretarial Practice etc. and such other similar trades; **There will be only two papers**
(i.) **Trade Theory + Employability Skills** and
(ii.) **Trade Practical** as given in the syllabus.

There will be no separate question papers in the subject "Cognate".

2. For the **Non-Engineering trade(s) Cane Willow and Bamboo Worker/ Weaving of Woollen Fabrics** there will be **two papers:**
(i.) **Trade Theory + Employability Skill** and
(ii.) **Trade Practical only.**

No paper shall be held in Workshop calculation & science and Engineering Drawing, hence forth in above mentioned Non- engineering trades.

3. **Trades codes** are unique for each trade and are same as in August, 2014 examination. However, the trade syllabi revised by Mentor councils w.e.f August 2014 and their codes are starting from **201 to 283** (list enclosed) for the students who admitted in August 2014. **There will be common paper for the trainees admitted in August 2013 and August 2014 for corresponding trade and trade codes will be like 6/210, 7/206, 9/214 and so on the question paper.**

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4. Sealed Question papers packets shall be sent to **authorized Banks/ Police station/ Treasury** at the addresses provided by the State Directorates, one week before the date of exam.
5. **Bill of Material** would be sent by password protected E-mail to State Directorates as already intimated vide letter no. DGET-18012/02/Sem./2014-TTC dated 5th December, 2014 (copy enclosed).
6. Bank Guidelines and OMR sheets shall be sent to State Directorates.
7. DGT had faced lot of problems in identifying the correct OMR Sheet for concerned trainee. There was incorrect filling of Roll No., State Code, Trade Code, Duration of trade, Paper, Session etc. by the trainees which resulted in considerable delay in evaluating the OMR sheets correctly. State Directorates may ensure that data is filled in OMR sheet correctly by the trainees. **Special care should be taken while filling Roll Nos. and Trade Code.**

3. INSTRUCTIONS TO TRADE TESTING CENTRES:-

1. The **OMR Sheets** shall be distributed **half an hour before** the examination time so that trainees can fill all the details correctly in the given time.
2. There is a **single colour of OMR** sheet for all Semesters.
3. There will be no answer sheet supplied by DGT for theory paper, not even for the NIMI pattern papers.
4. The Question Papers will be **bilingual** i.e. **Hindi, English and 08** regional languages.
5. The **general instructions** in OMR sheet are **bilingual**.
6. In the event of non-receipt of regional language paper, invigilator would follow the direction(s) issued vide *DGET-19/01/2014-CD (Part-II) dated 20.02.2014* for trainees to understand in vernacular language.
7. The Chairman of Trade Testing Centres or the Principals of ITI must sensitize the bank(s) regarding exam and its schedule, Bank guidelines and the collection schedule of packets. They also should be **in touch with the authorized bank from time to time**.
8. The Chairman of Trade Testing Centres or the Principals of ITI must sensitize the candidates **before the start of exam**, about Objective type papers which carries **negative marking**.
9. It is observed that the very high numbers of candidates are making mistakes while filling details in OMR like wrong roll no. Semester, Trade and Paper etc. which is resulting non-declaration of result. **Invigilator may be sensitized to check all these critical entries before making signature on OMR.**

4. INSTRUCTIONS TO TRAINEES:-

USE ONLY MIS ALLOTTED ROLL NUMBER AND TRADE CODE PRINTED ON ADMIT CARD:-

- a) Go through the instructions contained in the above guidelines and keep visiting the website (dget.gov.in) for any information.

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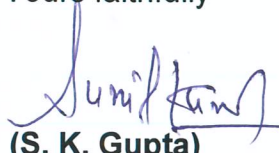
- b) The Objective type questions should be attempted 100%. Marks will be given to the attempted question. No marks will be deducted for questions which are not attempted. However, negative marking will be done for attempted wrong question. The OMR based Objective paper carries **negative marking**.
- c) Use half an hour extra time given before the exam to go through the OMR Sheet contents. Fill it correctly.
- d) **You must correctly fill your 14 digits roll no., Semester, Trade Code, Trade Name and Paper etc. in OMR Sheet. In case of wrong filling, the result will not be declare.**
- e) Second Semester onwards Engineering Drawing paper will be of 75 Marks and 4 hours duration. This paper in conventional pattern and has to be attempted on drawing sheet **(NOT NIMI PATTERN)**.
- f) All the Trainees of Non- Engineering trades in second semester will write only **Part B- Employability Skills**. They will **not fill** Part A- Workshop Calculation & Science.
- g) Use **Black Ball Point pen** only for filling OMR Sheet.
- h) The booklet series to be mentioned is "A".
- i) The Trainees are allowed to use calculator.
- j) *For any other clarification, the trainees may check from concerned ITI or the State Directorate office from time to time. **They may also check DGT website (dget.nic.in) from time to time for any addition and alteration in above information.***

5. **NCVT-MIS Portal:-** For new instructions, please see DGT website regularly under examination icon.

6. **Problems faced by trainees in exam:-** It has been observed from the February, 2015 and onwards, trainees has filled wrong trade code for the revised trades due to the ignorance of the invigilators and staff deputed at the trade testing centres who communicated the wrong trade code and other information to the students. As the trade testing centres are set up in Intercollege schools, Polytechniques and Engineering colleges and their staff on exam duty are not much familiar with the subject, trade codes and Craftsmen Training Scheme.

In view of above, you are requested to arrange a one day awareness training programme for the staff who will be deputed to conduct the exam in Intercolleges, Schools, Polytechniques and Engineering Colleges in respect of semester, subjects, trade codes and Craftsmen training scheme. You are also requested to circulate the above guidelines to all the trade testing centres and staff & trainees for making them aware about semester system OMR examination.

Yours faithfully


(S. K. Gupta)
Director (TTC)