

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

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 05th 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:-Responsibility distribution for OMR based All India Trade Test (Semester System) under Craftsmen Training Scheme (CTS)- for DGT and State Directors – regarding

As you are aware that NCVT MIS portal was developed in the year 2014 and integrated various activities of NCVT like affiliation, administration, infrastructure, budget, IMC, admissions, examinations, examiners, placement, budget etc. which includes Craftsmen Training Scheme (CTS) implementation through Govt. and private ITIs affiliated to NCVT and registered in portal with more than 20 lacs trainees registers under the scheme since Aug 2014.

Under CTS scheme semester system of examination are held twice in a year in Jan/Feb and July/Aug and the NCVT MIS portal handles mainly following activities in respect of AITT under CTS:-

1. Registration of trainees through all Govt. and Pvt. ITIs in Aug / Sept. every year.
2. Sessional marks, attendance and Exam fee upload by concern ITIs.
3. Exam centre mapping upload by states / UTs directorates.
4. Generation of Hall ticket for all registered trainees appearing in Exam.
5. Printing of Hall ticket by State directorates or ITI concern.
6. Uploading of Practical and Engg. drawing marks by State Directorates.
7. Uploading of OMR marks by TT Cell, DGT.
8. Processing and Declaration of result.
9. In this reference it is to reiterate that all the above mentioned activities were handled by concern State directorates off line till Feb 2014 and thereafter through NCVT MIS portal.

Before use of NCVT MIS portal various activities were performed by DGT and State Directorate/UTs were as below :-

DGT Responsibilities :

- Supply of Q.P to the state Directorate directly by DGT at New Delhi before 2012 and after 2012 the Q.P. are sent to the exam centres through banks / Police Station directly from the press as per indent received from the State Directorate.
- Issuing of blank NTC to the State Directorate for further issue to trainees through ITIs concerned.

State Directorate Responsibilities :

1. State Directorate/UTs were issuing hall tickets to the trainee.
2. Making Exam centre & seating arrangement.
3. Ensuring availability of Tools & Equipment for conducting practical exams, arrangement of examiners and other infrastructural facilities as required.
4. Arranging Supervisors, invigilators & evaluation for theory papers.
5. Declaration of results.

Comparison of responsibility before and after NCVT MIS Portal:-

Sl. No.	Description of activity	Before portal	After portal
	<u>State Directorate Responsibilities :</u>		
1.	Admission of Trainees through ITI .	YES	YES
2.	Correction of details of trainees i.e . Name Father Name, Trade., etc, if required.	YES	YES
3.	Compilation & Forwarding of Indent and requirement of QP/ OMR to DGT.	YES	YES
4.	Exam centre allocation / Centre Mapping upload on MIS portal for Theory & Practical Exam.	YES	YES
5.	Generation of Hall Ticket manually / through NCVT-MIS portal	YES	YES
6.	Arrangement of Raw Material & Practical Examiner	YES	YES
7.	Arrangement of Theory exam centres, Invigilators, Supervisors	YES	YES
8.	Evaluation of Engineering Drawing answer sheets and compilation of Practical Marks from Examiners.	YES	YES
9.	Collection of Answer sheet and evaluation / collection OMR sheets from exam centres and forwarding the same to the Evaluation Centres along with Master data	YES	YES
10.	Preparation of result / Uploading of Practical & E/D Marks on NCVT-MIS Portal.	YES	YES
11.	Preparation of mark sheet / Downloading of Consolidated Mark-sheet & NTC for onward distribution to ITIs	YES	YES
12.	Preparation, declaration of result & issue of mark-sheet for trainees who are not registered on NCVT-MIS portal i.e trainees admitted before August, 2014	YES	YES
	<u>Role and responsibilities of DGT</u>		
1.	Registration of ITIs after affiliation	YES	YES
2.	Coordination with State Directorate & ITIs for uploading of Trainees data on NCVT-MIS portal after admission.	NA	YES*
3.	Compilation of indents and requirement of OMR.	YES	YES
4.	Preparation, Printing & Dispatch of Q.P. to exam centres as per indent received from various State Directorate/UTs.	YES	YES
5.	Printing & Dispatch of OMR sheets as per requirement to various State Directorate/UTs for onward distribution to various exam centres as per their requirement.	NA	YES
6.	Evaluation of OMR sheets received.	NA	YES*
7.	Forwarding of evaluated data & scanned OMR sheets to the state concerned for preparation & Declaration of result of trainees admitted before August, 2014.	NA	YES*

8.	Up-loading of Evaluated OMR data on NCVT MIS portal for trainees registered on NCVT-MIS portal & declaration of their result.	NA	YES
9.	Compilation & Up-loading of legacy data for generation of e-NTC on NCVT MIS portal	NA	YES

Note: * (Star) items are supposed to be carried out by S/D

At present in OMR based AITT under CTS following problems are being faced :-

The improper encircling of the bubbles on OMR by the trainee's for Roll No, Trade Code, Semester, Paper and Session. All these problems are causing incorrect evaluation of OMR during scanning and causing delay and improper result declaration in some cases.

To resolve these issues, following must be ensured:-

1. The invigilators on duty during examination must check & ensure that all the data filled by trainees are correct as per candidate details on Hall ticket.
2. Evaluation of OMR sheet is responsibility of the respective States/U.T's Directorates to get it done at the agency selected by DGT for the purpose.
3. The officials of State Directorate/U.T's may supervise the work of evaluation of OMR sheet at agency and also get it back to their State.
4. The State Directorate representative deputed must ensure that they will come with the master data of the trainees appeared in examination so that they can cross check with the details of scanned OMR to ensure its correctness of the data in OMR as per their record to avoid trainee mismatch with data available on NCVT-MIS Portal
5. The final evaluation records of OMR may be submitted to DGT for uploading on the NCVT-MIS portal.

In view of above, you are requested to arrange one day awareness training programme for the officials related to NCVT MIS Portal and also who will be deputed to OMR evaluating agency.

You are also requested to circulate the above information to all the concerned officials so that they know their responsibilities to perform their duties well within the stipulated time frame.

Yours faithfully


(D. Mallick)

Deputy Director General of Training