

No. MSDE- 18011/08/CTS/Jan-20/2019-TTC (Pt.)  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

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Employment Exchange Building, Library Avenue,  
PUSA Campus, New Delhi, Dated 20<sup>th</sup> January, 2021

To

- i. All the Directors of State Directorates (Dealing with Craftsmen Training Scheme).
- ii. All the Principal of NSTIs / NSTI(W), DGT, MSDE.
- iii. All Regional Directors, RDSDE, DGT, MSDE.

**Subject: - Activity schedule for Generation of Hall Tickets for AITT under CTS (Semester System/DST/ Annual System) for the subjects of Practical and ED is to be held in February, 2021 - Regarding.**

Sir/Madam,


In continuation to this office letter of even no. dated 05<sup>th</sup> November 2020 on the subject cited above, it is informed that AITT under CTS exam (Semester System/DST/Annual System) for the subject of Practical and ED is proposed to be held in February, 2021. Further informed that this examination will be held for the trainees of States (Delhi, Chhattisgarh, Jharkhand, West Bengal and Gujarat) and also trainees who could not appear in the examination held from 23.11.2020 to 02.12.2020. To ensure the issuance of hall ticket to all eligible trainees through NCVT MIS Portal, the activities for hall ticket generation has to be completed by concerned ITI/SPIU on NCVT MIS Portal as per **activity schedule and time table is enclosed herewith as annexure-A.**

As per schemes of CTS, trainees who will participate in above said exam as follows: -

- Annual System – All trainees admitted in session Aug 2018 and Aug 2019 (01 Year Course).
- Semester and Dual System - Trainees admitted till Session Aug 2018.
- Dual System of Training (Annual System) – Trainees admitted in session August, 2019 (01 Year course).

2. In view of above, you are requested to strictly follow the specified dates as Annexure-A and ensure entry of hall ticket eligibility criteria i.e. Sessional marks / Formative Assessment marks, Examination Fees and Attendance of trainees by the concerned ITIs under your control, so that hall ticket generated from NCVT MIS Portal can be provided to all the eligible trainees. For any technical difficulties please follow the instructions attached as **Annexure-B. Candidates without NCVT MIS portal generated Hall Ticket shall not be allowed to appear in Practical and ED exam.**

3. All concerned should ensure to follow Govt. Guidelines and SoP regarding safety of staff and trainees from Covid19 during exams.

  
20/01/2021

4. All complaints to be handled by raising tickets with NCVT MIS PORTAL as mentioned in Para II of Annexure 'D'.

Your sincere cooperation is solicited.

Yours Sincerely

  
Aryan Jangra  
(AD TTC)

**Encl.:-**

**Annexure 'A'** - Schedule of hall ticket activity for the trainees of States (Delhi, Chhattisgarh, Jharkhand, West Bengal and Gujarat) and also trainees who could not appear in the examination held from 23.11.2020 to 02.12.2020.

**Annexure 'B'** - Programme for AITT under CTS for Annual System (Trainees admitted in session Aug 2018 & 2019 for 01 Year course) and DST (Trainees admitted in Session Aug 2019 for 01 Year course).

**Annexure 'C'** - Programme for AITT under CTS for Semester and Dual System (Trainees admitted till Session Aug 2018).

**Annexure 'D'**- Instructions for technical help.

Schedule of hall ticket activity for the trainees of States Delhi, Chhattisgarh, Jharkhand, West Bengal and Gujarat and also trainees who could not appear in the examination held from 23.11.2020 to 02.12.2020 (Practical & ED) is as follows:

Sl. No.	Activities to be performed	Duration (All States)	Activities to be done by																
1.	Upload the details as given below:-	20.01.2021 to 25.01.2021	By Principal of ITI																
	<table border="1"> <thead> <tr> <th>Session of the trainees</th> <th>Attendance</th> <th>Formative Assessment Marks</th> <th>Exam fees</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Trainees admitted in session August, 2018 (Supplementary Annual Exam).</li> <li>Supplementary (Semester System)</li> </ul> </td> <td>No</td> <td>No</td> <td>Yes</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Trainees admitted in 2019 (One Year Annual trades).</li> </ul> </td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Trainees admitted in 2018 (Two Year trades).</li> </ul> </td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> </tbody> </table>	Session of the trainees	Attendance	Formative Assessment Marks	Exam fees	<ul style="list-style-type: none"> <li>Trainees admitted in session August, 2018 (Supplementary Annual Exam).</li> <li>Supplementary (Semester System)</li> </ul>	No	No	Yes	<ul style="list-style-type: none"> <li>Trainees admitted in 2019 (One Year Annual trades).</li> </ul>	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Trainees admitted in 2018 (Two Year trades).</li> </ul>	Yes	Yes	Yes		
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<ul style="list-style-type: none"> <li>Trainees admitted in 2018 (Two Year trades).</li> </ul>	Yes	Yes	Yes																
2.	Upload of centre mapping and generation of Hall Tickets through NCVT MIS Portal for semester system & annual system (including DST trainees of session August, 2019).	26.01.2021 To 31.02.2021	By State Directorate UT																
3.	Downloading of Hall Ticket from NCVT MIS Portal and issue to eligible trainees for semester system & annual system (including DST trainees of session August, 2019).	01.02.2021 To 04.02.2021	By Principal of ITI																

**NOTE: - There is no Extension of above-mentioned dates and action has to be completed well in time.**

*Aj*  
20/01/2021  
Assistant Director  
(TT Cell)

**PROGRAMME FOR THE ALL INDIA TRADE TEST OF CRAFTSMEN UNDER CRAFTSMEN TRAINING SCHEME FOR ENGINEERING & NON-ENGINEERING TRADES TO BE HELD IN THE MONTH OF FEBRUARY, 2021. SEMESTER SYSTEM EXAMINATION AND DUAL SYSTEM OF TRAINING (TRAINEES ADMITTED TILL SESSION AUGUST 2018) PRACTICAL AND ENGINEERING DRAWING EXAMINATION.**

Date	Day	Time of Commencement	SEMESTER SYSTEM		DUAL SYSTEM OF TRAINING (Trainees Admitted till Session August 2018)	
			Semester	All Trades of One, Two & Four Semester duration	Year	All Trades of One Year & Two Year duration
05.02.2021	Friday	10:00 AM	II	PAPER-III (Engineering Drawing)	I	PAPER-IV (Engineering Drawing)
		02.30 PM	III	PAPER-III (Engineering Drawing)	II	PAPER-III (Engineering Drawing)
06.02.2021	Saturday	10:00 AM	IV	PAPER-III (Engineering Drawing)	--	--
08.02.2021	Monday	09:30 AM	IV	Trade Practical	II	Trade Practical
09.02.2021	Tuesday	09.30 AM	III	Trade Practical	II	-Do-
10.02.2021	Wednesday	09.30 AM	II	Trade Practical	I	Trade Practical
11.02.2021	Thursday	09.30 AM	I	Trade Practical	I	-Do-

(LUNCH BREAK FROM 01:00 PM TO 01:30 PM FOR Practical Examinations only)

Note:

1. Only trainees admitted after Session-August 2018 (Six months duration trades) shall appear in semester system examination.

*Aj K*  
20/01/2021  
Assistant Director  
(TT Cell)

**PROGRAMME FOR ALL INDIA TRADE TEST UNDER CRAFTSMEN TRAINING SCHEME FOR ENGINEERING & NON - ENGINEERING TRADES TO BE HELD IN THE MONTH OF FEBRUARY, 2021. ANNUAL SYSTEM EXAMINATION [(TRAINEES ADMITTED IN SESSION AUGUST 2018 AND AUGUST 2019 (01 YEAR COURSE)] AND DUAL SYSTEM OF TRAINING (DST) EXAMINATION (TRAINEES ADMITTED IN SESSION AUGUST 2019 (01 YEAR COURSE) PRACTICAL AND ENGINEERING DRAWING EXAMINATION**

Date	Day	Time of Commencement	ANNUAL EXAMINATION AND DUAL SYSTEM OF TRAINING (DST) EXAMINATION	
			Year	All Trades of One Year duration & Two Year duration
05.02.2021	Friday	10:00 AM	I	PAPER-IV (Engineering Drawing) for all trades
		02:30 PM	II	PAPER-III (Engineering Drawing) for all trades
08.02.2021 09.02.2021 10.02.2021	Monday Tuesday Wednesday	09:30 AM	II	Trade Practical for all trades
11.02.2021 12.02.2021 13.02.2021	Thursday Friday Saturday	09.30 AM	I	Trade Practical for all trades

**(LUNCH BREAK FROM 01:00 PM TO 01:30 PM FOR Practical Examinations only)**

*Aj V* 20/01/2021  
Assistant Director  
(TT Cell)

## Technical Help

**a) Modes of communication:** A user can communicate with the helpdesk in three ways:

**i. Phone Number:** Executives shall manage dedicated landline Numbers. Where a user can call and log his issue. Any call made at the helpdesk shall be logged in the ticketing system (HP ASM) along with the action taken and solution provided.

Helpdesk Dial-in: 0124-4419167


**ii. Email:** A user can also email to the helpdesk the helpdesk shall respond to the emails received, log a ticket, and record the action taken and the solution provided (if any) for such email.

Helpdesk Email ID: [ncvtmis-msde@gov.in](mailto:ncvtmis-msde@gov.in)

**iii. User logs tickets through HPSM user portal:** This functionality where a user can login with dedicated user id and Password in HP ASM Tool and log a complaint, now a days this option is being used mostly and helpdesk team get notification for each new ticket logged and start working.

HPSM User Portal: <https://help.ncvtmis.gov.in/sm/ess.do/>

First time login without password.

 20/01/2024  
Assistant Director  
(TT Cell)

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