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

**Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi, Dated 11th February, 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 of trainees admitted in session Aug' 2019 (Annual & Dual System of Training) for Ist Year of Two-Year trades to conduct the exam of AITT under CTS for the subjects of Practical and ED is to be held in March, 2021 – regd.

> For Year I of Two Year Trades of August 2019 admitted Session

Sir/Madam,

               In continuation to this office letter of even no. dated 05th November 2020 and 20th January 2021 on the subject cited above, it is informed that AITT under CTS exam (Annual & Dual System of Training) for the subject of Practical and ED is For Year I of Two Year Trades of August 2019 admitted Session proposed to be held in March, 2021. 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'.**

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- 'C'**. *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.

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

           Your sincere cooperation is solicited.

Yours Sincerely

11/02/2021.
(Rajesh)
AD (TTC)

No. MSDE- 18011/08/CTS/Jan-20/2019-TTC (Pt.) Dated 11th February, 2021

For Year I of Two Year Trades of August 2019 admitted Session

Enclosures:

Annexure 'A' - Activity schedule for Generation of Hall Tickets of trainees admitted in session Aug'2019 (Annual & Dual System of Training) for Ist Year of Two-Year trades to conduct the exam of AITT under CTS for the subjects of Practical and ED is to be held in March, 2021.

Annexure 'B' - Programme for AITT under CTS for Annual System & Dual System of Training. (All trainees admitted in Session Aug'2019-Ist Year of Two Year trades)

Annexure 'C' - Instructions for technical help.

For Year I of Two Year Trades of August 2019 admitted Session

<u>Annexure 'A'</u>

Activity schedule for Generation of Hall Tickets of trainees admitted in session Aug'2019 (Annual & Dual System of Training) for <u>Ist Year of Two-Year trades </u>to conduct the exam of AITT under CTS for the subjects of Practical and ED is to be held in March, 2021 is as follows:

Sl. No.	Activities to be performed				Duration (All States)	Activities to be done by
1.	Upload the details as given below: -				11.02.2021 to 17.02.2021	By Principal of ITI as per attached schedule.
	Session of the trainees	**Attendance**	**Formative Assessment Marks**	**Exam fees**		
	• Trainees admitted in 2019 (Two Year trades).	Yes	Yes	Yes		
2.	Upload of centre mapping and generation of Hall Tickets through NCVT MIS Portal for Annual system (including DST trainees of session August, 2019).				18.02.2021 to 22.02.2021	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).				23.02.2021 to 27.02.2021	By Principal of ITI

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

For Year I of Two Year Trades of August 2019 admitted Session

Annexure 'B'

Date: 10/02/2021

PROGRAMME FOR AITT UNDER CTS FOR ANNUAL SYSTEM & DUAL SYSTEM OF TRAINING.
(ALL TRAINEES ADMITTED IN SESSION AUG'2019-Ist YEAR OF TWO YEAR TRADES)
FOR ENGINEERING & NON - ENGINEERING TRADES TO BE HELD IN THE MONTH OF March, 2021.
PRACTICAL AND ENGINEERING DRAWING EXAMINATION

Date	Day	Time of Commencement	ANNUAL EXAMINATION AND DUAL SYSTEM OF TRAINING (DST) EXAMINATION	
			Year	All Trades of One & Two Year duration
01.03.2021	Monday	10:00 AM	I	**PAPER-IV** (Engineering Drawing) for all trades
02.03.2021 03.03.2021	Tuesday Wednesday	09:30 AM	I	**Trade Practical** for all trades

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

11/02/2021.

Assistant Director
(TT Cell)

For Year I of Two Year Trades of August 2019 admitted Session

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) alongwith the action taken and solution provided.

(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

(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.

11/02/2021.

Assistant Director
(TT Cell)

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