I/13329/2023

File No. DGT-18011/4/2023-O/o DIR (TT) (FTS no. E-62494)

Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, DGT,
Kaushal Bhawan, New Moti Bagh,
New Delhi 110023
Dated: 18th October 2023

To,

i) All the Principal/Chief Secretaries of the States/UTs (Dealing with Craftsman Training Scheme)
ii) All the Regional Directors, RDSDE
iii) All the Principals, NSTIs

Subject: Detailed Guidelines for CTS and DST Supplementary and Leftover Trainee Examination 2023 -reg.

1.This in continuation to the office order of even no dated 19.09.2023 wherein the schedule for All
India Trade Test 2023 for Craftsmen Training Scheme (including Dual System of Training) has been
announced for the following **supplementary and leftover sessions** trainees.

S No	Admission Session	Sessions	Examination Type
1	2018	1st and 2nd Year of 2-year Courses	Leftover and Supplementary trainees
2	2019	Six-month Courses, One-year Course, and 1st and 2nd Year of 2-year Courses	
3	2020		
4	2021		
5	2022	Six-month Courses, One-year Course, and 1st year of 2-year Courses	
6	2022	2nd Year of 2-year Courses	Private Trainees

2. The leftover trainees will cover trainees falling under following categories

i. Trainees who have been admitted late to the portal following directives from the Hon'ble Courts or trainees whose verification and approval on the portal have been delayed
ii. Trainees who were not eligible for the Mains Examination due to their attendance being below minimum attendance criteria of 80%
iii. Trainees whose Eligibility was not created and/or not approved by the ITI
iv. Trainee whose CBT Fees were not deposited
v. **Second Year Examination of Private Trainees** of admission session 2022
vi. Trainees from Manipur, whose Examination could not be conducted in July 2023

3. The Practical and Engineering Drawing Examinations will be held from 1st December to 6th December 2023. The schedule of the same is attached at **Annexure A**.

4. Further, vide order no DGT-35/4/1 Secy. (MSDE) 2022 dated 28th March 2022 regarding State Skill Development and Entrepreneurship Committee (SSDEC), State/UT Directorates have been empowered to set the Practical Question Papers for all the trades. Hence, State/UT Directorates are requested to prepare the question paper and conduct Practical examination for all trades.

5. As per the order No. MSDE-18011/DGT/2017-TTC(Pt-III) dated 19.12.2019, all the ITIs are

self-centre for conducting Practical and Engineering Drawing Examination and States are empowered to set Engineering Drawing Examination Question Paper. However, concerned SSDEC/ State Directorate can decide any other Practical or Engineering Drawing Examination Centre.

6. The registration of Examiners on the NCVTMIS Portal for Practical Examination had been made mandatory vide order NO. MSDE-18012/05/MIS/2016-TTC (part-A) dated 07th Feb 2020. All states/UTs are requested to comply with the same. The Standard Operating Procedures (SoP) for Examiner Registration is placed at **Annexure B.**

7. The Nodal ITIs have to complete mapping of the Examiners with the Practical Examination centres between 19th November to 24th November 2023. The SoP for the Examiner mapping is attached at **Annexure C**.

8. The uploading the Trade Practical marks by Examiners on the NCVTMIS is advised to be completed on the day of the Examination itself or to be mandatorily completed within 48Hrs, after the conclusion of the Practical Examination. The SoP for the same is enclosed at **Annexure D**. The Process flow and other points to be taken care during Practical Marks uploading is attached at **Annexure E.**

9. The Engineering Drawing Examination marks have to be uploaded by the respective Nodal ITIs within 1st December to 10th December 2023.

10. The trainees, for whom no marks entry is made against Practical or/and Engineering Drawing on the Portal (neither marks nor absent) will be treated as absent in the Practical or/and Engineering Drawing Examination, and their result will be processed accordingly.

11.**Hall Ticket (HT) eligibility for leftover trainees:** -The NCVT MIS Portal will be opened for uploading the eligibility for HT generation for leftover trainees from 19th Nov to 31st Nov 2023. ITI Principals are requested to fill the trainees' attendance, formative assessment and CBT and Practical examination fee on the NCVT MIS Portal within the time duration. For trainees who were short of attendance during Mains Examinations by not more than 50%, ITI Principals will be able to update their attendance, based on extra classes held. The Eligibility Criteria for appearing in the Examination is as below:

Sl. No	**Parameter**	**Eligibility Criteria for Hall Ticket Generation**
1.	Attendance*	>= 80%**
2.	Formative Assessment	>=60%
3.	Eligibility Criteria for Hall Ticket Generation	Yes

**Calculation of number of working days for attendance can be decided by States/UTs through their State Skill Development and Entrepreneurship Committee (SSDEC), based on date of start of session.*

*** For relaxation of attendance criteria by the Principal. ITI, refer to order no MSDE-19/O1/2017-CD dated 05th July, 2017.*

12.**Computer Based Test (CBT) Fees Collection:** -

The CBT fees for each trainee will be calculated as below:

CBT Fees (in Rs) = 163* Number of CBT papers+ 50

For trainees with outstanding fees from their previous examinations, both their prior and current fees are to be submitted concurrently for Supplementary Examination.

The ITIs have to submit the CBT **fees in bulk through online mode only**. No other form of

payment will be entertained. The SoP for fee submission is enclosed at **Annexure F.**

All ITIs/SPIUs are requested to scrupulously follow the timelines for the examination schedule, including timely eligibility creation and fee payment. RDSDEs are instructed to closely follow up with their respective SSDECs.

13**. CBT Exam Centre Mapping:** The CBT exam centre mapping has to be completed by the State Directorate in liaison with the NSEIT between 15th November to 30th November 2023. The CBT Exam centres are finalized after the final approval of the State Controller of Examination only. Therefore, the State has to mandatorily confirm/ suggest changes to the exam centre mapping submitted by the NSEIT.

14. **CBT Examination Pattern:** - The CBT Examination Question Paper pattern will be based on the syllabus and question paper as was followed in that particular session's Mains Examination.

15. **Engineering Drawing Examination:** Vide DO no MSDE(DGT)- 19/03(02)/2022-CD dated 05th April 2022**,** the. Engineering Drawing was merged with the Trade Theory for all Engineering trades from admission year 2021. However, for supplementary and leftover examinations of previous admission years, the Engineering Drawing Examinations will be held conventionally in pen and paper mode at the ITI.

Hindi Version will follow.

Signed by Chegondi Satyanarayana Murthy
Date: 18-10-2023 11:59:04
Reason: Approved

(CS Murthy)
Controller of Examinations, DGT

Encls: As above.

Copy to:

1. PSO to DG(T), DGT
2. Executive Director, NIMI, Chennai
3. Director, TC Section, DGT
4. Director, CD Section, Delhi
5. Director, CSTRAI, Kolkata
6. Director, CFI Section, DGT
7. M/s Wipro
8. M/s NSEIT
9. ITIs and NSTIs through bulk email

I/12989/2023

ANNEXURE A

Programme for All India Trade Test Practical & Engineering Drawing Supplementary and Leftover Annual Examination under Craftsmen Training Scheme and Dual System of Training for Engineering & Non – Engineering trades to be held in the month of December 2023

Date	Day	Time of Commencement	ANNUAL EXAMINATION AND DUAL SYSTEM OF TRAININING (DST) EXAMINATION	
			Year	All Trades of One Year duration/Two Year duration
01.12.2023	Friday	10:00 AM	I	Engineering Drawing for all trades (For trainees of 1st year of 2-year trades of trainees admitted in 2018 and onwards and 01-year duration trades trainee admitted in 2019 and onwards)
		02:30 PM	II	Engineering Drawing for all trades (for Trainees of 2nd year of 2-year trades admitted in 2018 and onwards)
02.12.2023 04.12.2023	Saturday Monday	09:30 AM	I	Trade Practical for all trades (For trainees of 1st year of 2-year trades of trainees admitted in 2018 and onwards and 01-year duration trades trainee admitted in 2019 and onwards)
05.12.2023 06.12.2023	Tuesday Wednesday	09.30 AM	II	Trade Practical for all trades (for Trainees of 2nd year of 2-year trades admitted in 2018 and onwards)

(Lunch Break From 01:00 PM To 01:30 PM for Practical Examinations only)

ANNEXURE B AND C

Module: Examiner Registration /Examination Mapping

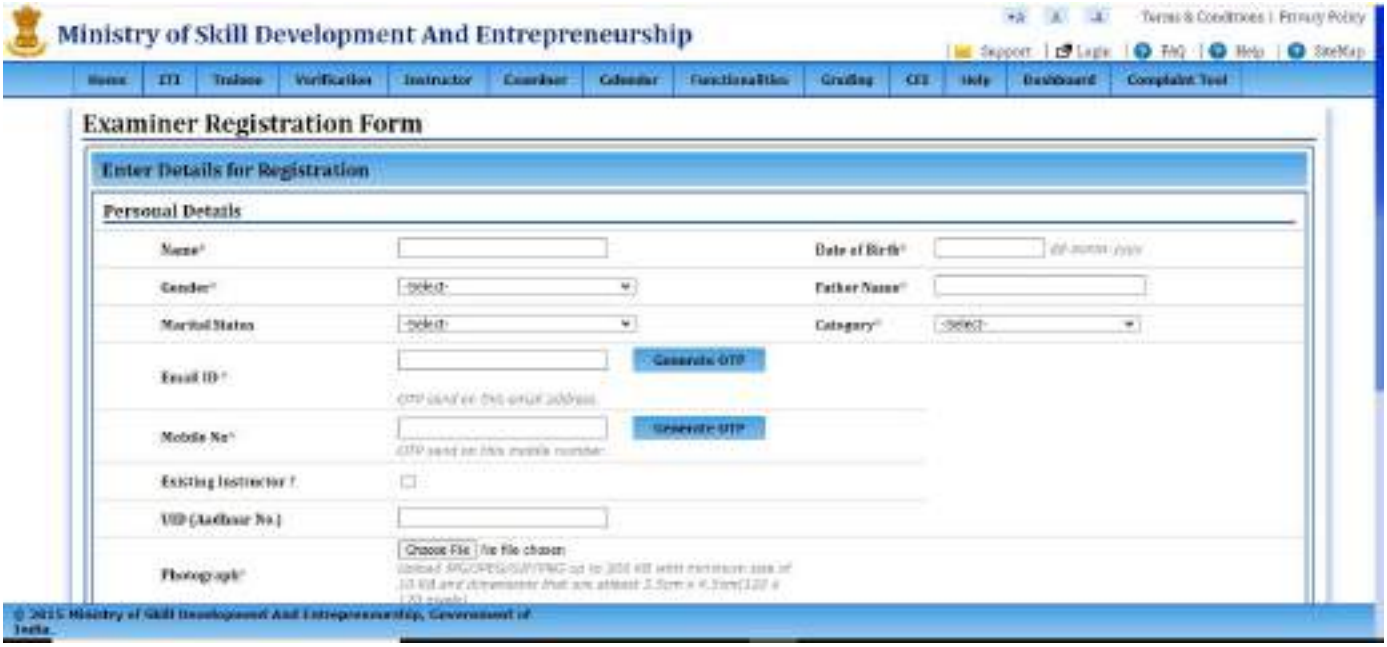
STEP – 1: - Open NCVT public portal site using the URL,
https://ncvtmis.gov.in/pages/home.aspx

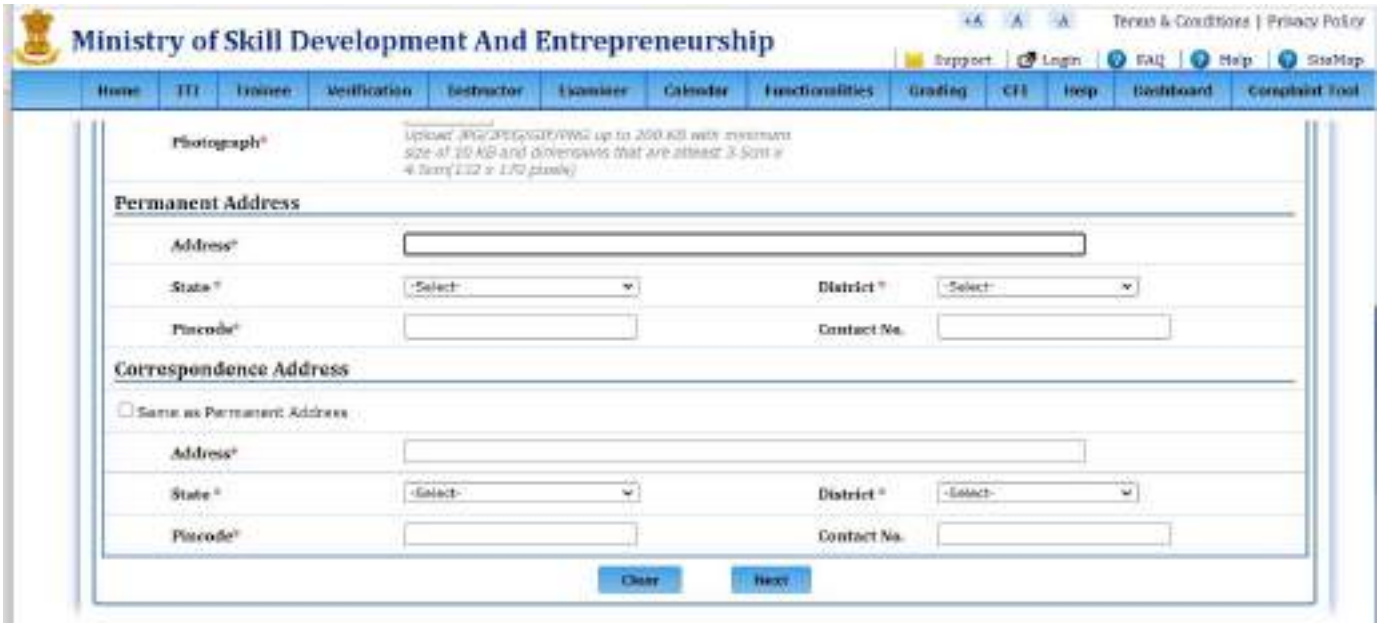
STEP – 2: click on Examiner link.

STEP – 3: -Navigate to: Examiner>>Examiner Registration

STEP – 4: After click on Examiner registration below page will be open.

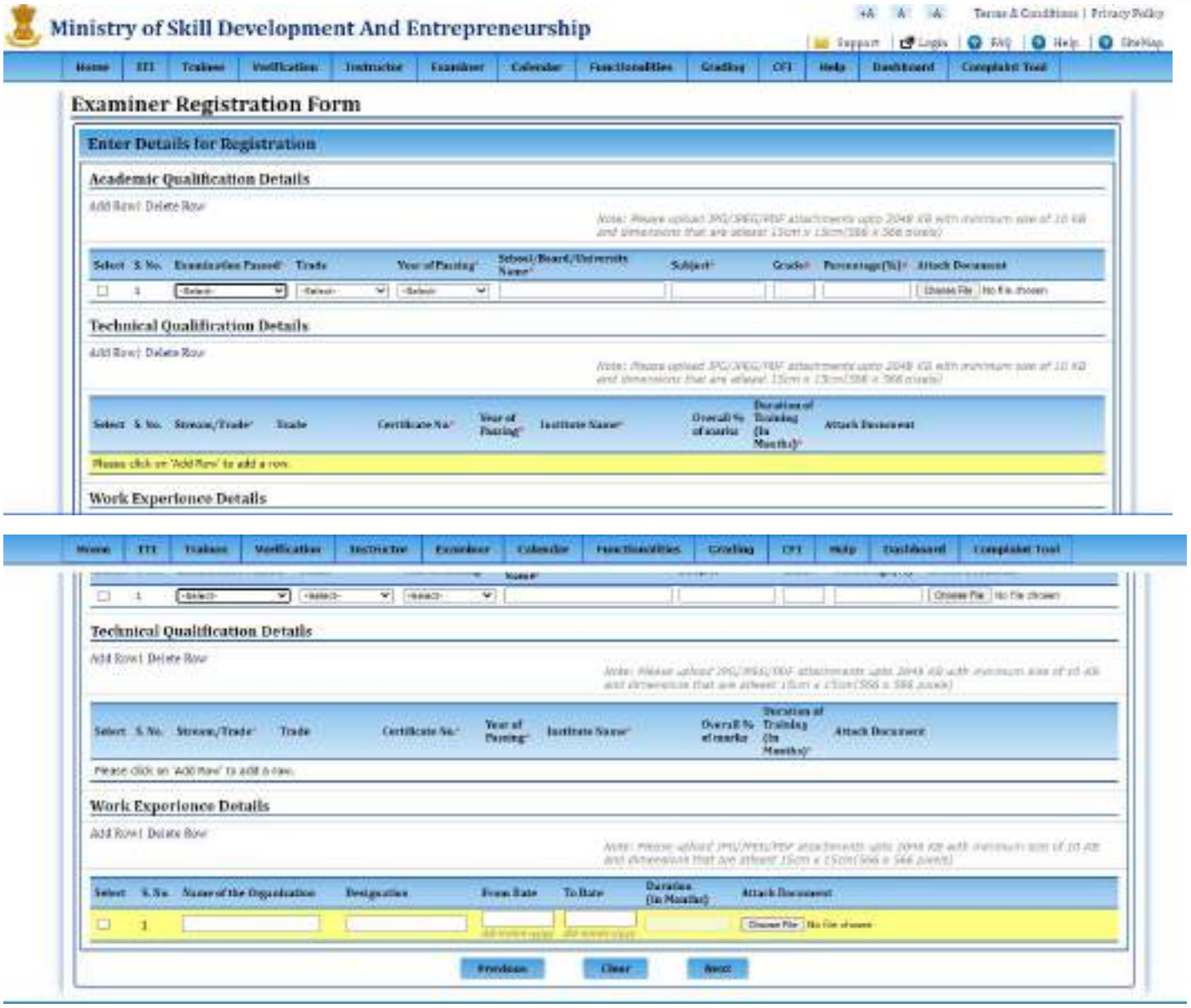
ANNEXURE B AND C





STEP – 5: After filling the mandatory details of the examiner click on next button,below page will be open.

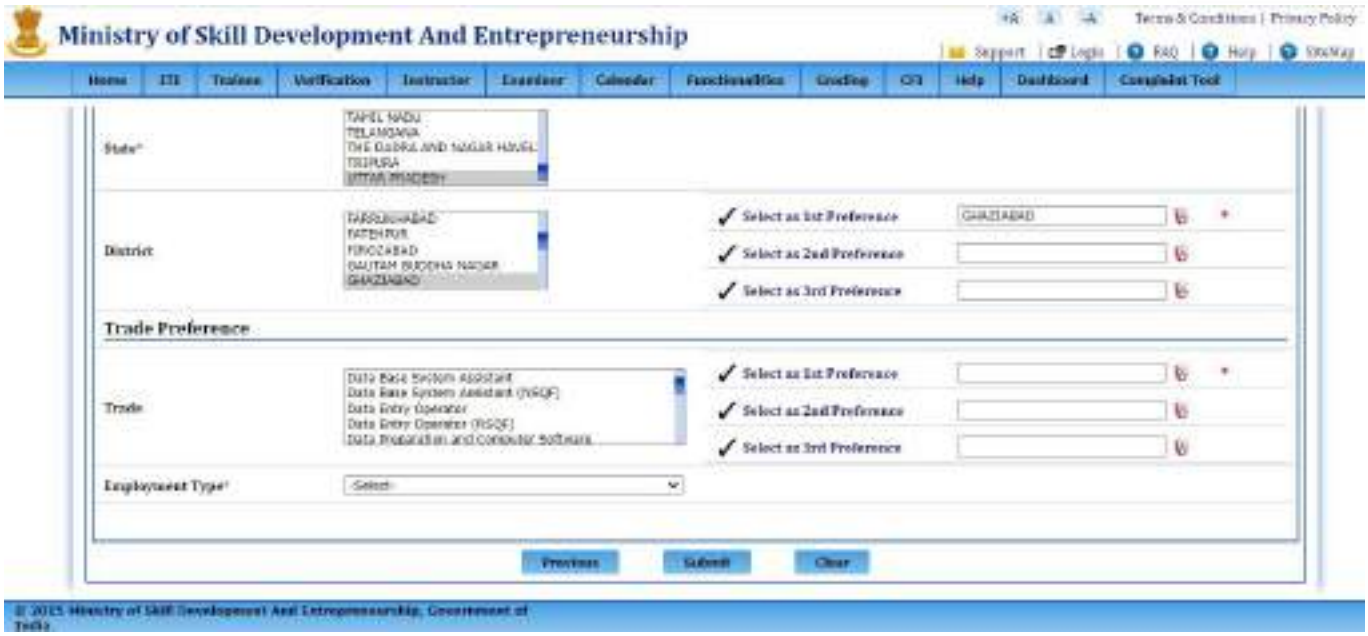
ANNEXURE B AND C



STEP-6:- after filling academic details, technical qualification and work experience click on next button.

On clicking next, page will open where examiner can fill location prefrence and trade prefrence.

ANNEXURE B AND C



NOTE: In Search Criteria all the fields are mandatory, Please fill all the Fields without miss otherwise it will show you error.

STEP-7:- After selecting all the fields ,click submit, below message will be shown.

Examiner Approval and Mapping:

STEP – 1: - Open NCVT site using the URL, https://ncvtmis.gov.in/pages/home.aspx

STEP – 2: - Click the **Login** Link on page

ANNEXURE B AND C

STEP – 3: - Login with Nodal ITI.

STEP – 4: -Navigate to: Menu>>ITI>>Examiner>>Approve

ANNEXURE B AND C

STEP – 5: Click on "Approve" link,below page will be open.

STEP – 6: Enter the remarks and click on Approve/Reject button.

- **Approve**- To approve the records and Unique Registration Number is generated for the Examiner.
- **Reject**- To reject the records. In this Examiner needs to register again.

STEP-7:- For Approve, Just mention the remarks and select the record and click on submit, data will be submitted successfully.

If user will click on **Approve/Reject** a confirmation mail will be triggered to the examiner's registered email ID. Confirmation message will be displayed as shown in below screenshot.

STEP-8:- Navigate to: **Menu >> ITI >> Examiner >>Map**

ANNEXURE B AND C

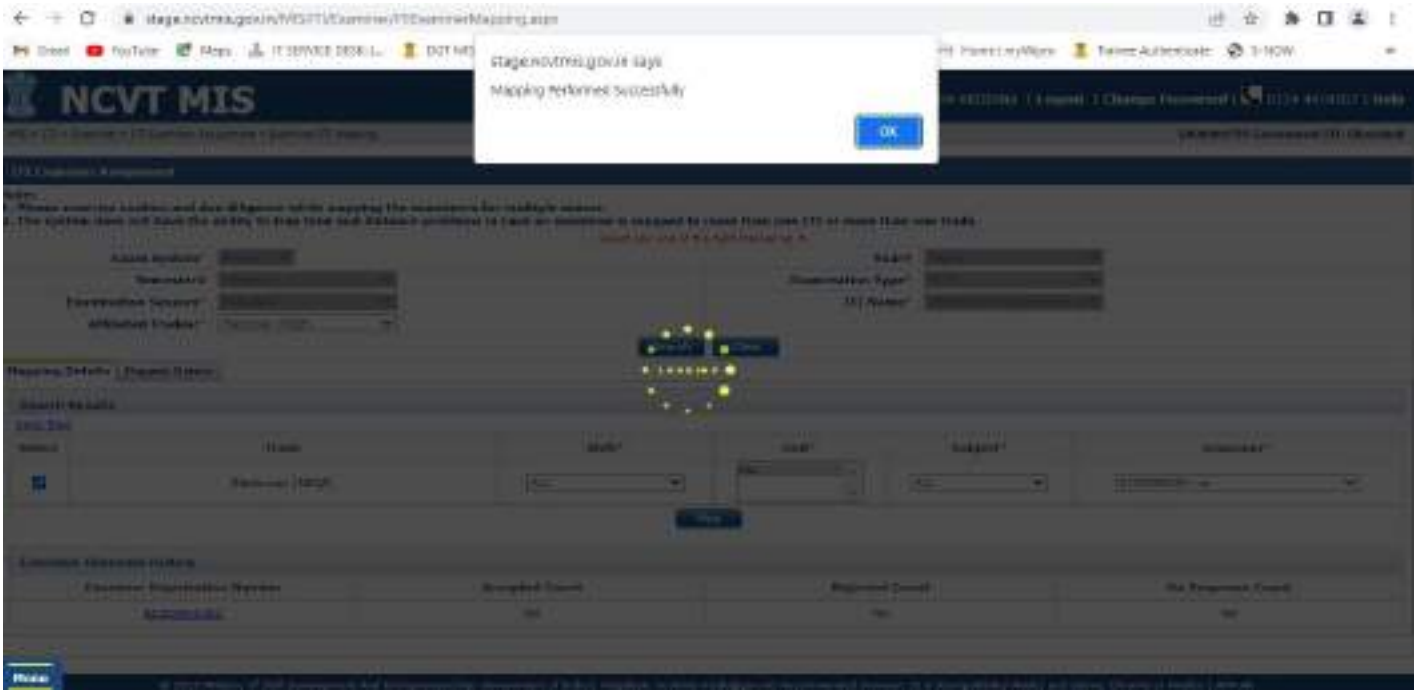
Click on "Map" link .

STEP-9:- Search the records to be mapped using following fields Exam System, Year/Semester, Examination Type, Examination Session, and ITI name and affiliated trade.

STEP – 10: All the records matching to search criteria are displayed under the Mapping Details panel as shown below on the screen:

ANNEXURE B AND C

STEP – 11: User can view all the mapped details under Mapped Details panel as shown in below page: After Mapping below message will be show.



After Mapping, Mapped details is shown below.

STEP – 12: After Mapping, confirmation mail will be triggered to the examiner's registered email ID. Confirmation message will be displayed as shown in below screenshot.

This is an auto generated mail, please do not reply to this mail.

Dear sri,

You have been mapped as an examiner for the practical at the ITI mention below.

Examiner Name: sri
ITI Name: GR09001555 - Government ITI, Ghaziabad
Trade: Electrician (NSQF)
Shift: ALL
Unit: ALL
Subject: ALL

Accept / Reject

In case you are mapped for multiple exams, please check if it is feasible to be undertaken, based on time and distance, before accepting.
The system does not have the ability to trap time and distance problems.

Regards,
MIS Application System

User can view all the mapped details under Mapped Details panel as shown in below page:

User can view the Examiner details using the hyperlink in the field **Examiner Registration Number** and the details will be shown as below screenshot:

View Examiner Details - Google Chrome
Personal Details
Name
Gender
Marital Status
UID (Aadhaar No)
Mob No
Date of Birth
Father Name
Category
Email ID
Permanent Address
Address
State
Pin Code
District
Phone No
Correspondence Address
Address
State
Pin Code
District
Phone No
Academic Qualification Details
S. No
Examination Passed
Trade
Year of Passing
School/Board/University Type
Subject
Grade
Percentage %
Attached Documents
Technical Qualification Details
S. No
Stream/Trade
Trade
Certificate No
Year of Passing
Institute Name
Overall % of marks
Duration of Training (In Months)
Attached Documents
Work Experience Details
Location Preference
S.No
Preference Order
District Name
1st preference
2nd preference
3rd preference
Trade Preference
S.No
Preference Order
Trade Name
1st preference
2nd preference
3rd preference

Module: Examiner Login and Marks Entry

ANNEXURE D

STEP – 1: - Open NCVT public portal site using the URL,
https://ncvtmis.gov.in/pages/home.aspx

STEP – 2: - Navigate to: Examiner >> Examiner Login

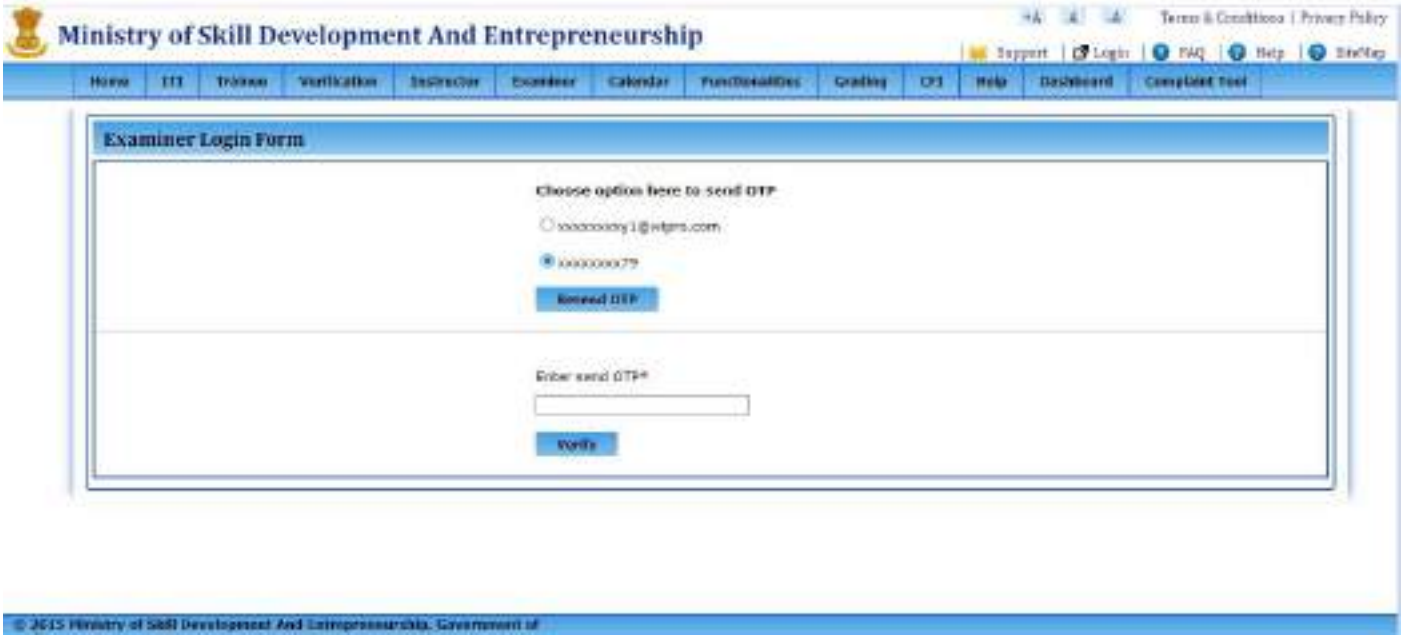
STEP – 3: - Click on "Examiner Login" link on page, redirected to below page.

ANNEXURE D

STEP – 4: -Enter the Valid Examiner and click on "Login" button. below page will be shown.

STEP – 5: - Choose any option either email id or mobile number where he/she wants to get OTP.

ANNEXURE D



CASE 1: For single shift and unit

STEP – 6: - After entering the OTP, click on verify, redirected to below page.

NOTE: “Continue” button is enable for those examiners who accepted the mapping otherwise it will be disable.

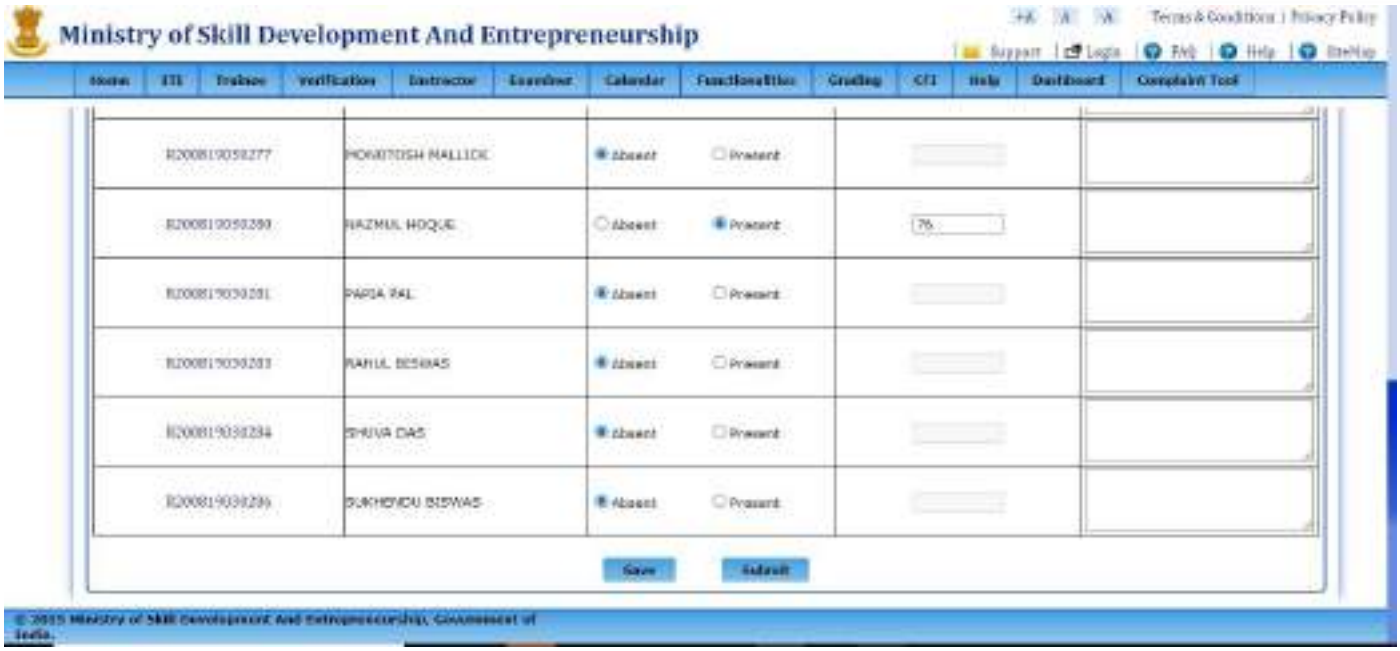
ANNEXURE D

STEP – 7: - for single shift/ unit ,all the Mandatory fields will be autocaptured. click on “continue” button.

STEP – 8: - ‘List of students’ page will be open, now you choose radio button as present or absent and fill the marks along with Remarks and marks should be entered between 0 to 250.

Sensitivity: Internal & Restricted

ANNEXURE D



STEP – 9: - After submitting the marks page will redirected to below page. Where upload the necessary document.

STEP 10: -After submitting "your passcode is verified and save students marks" Message will be shown.

ANNEXURE D

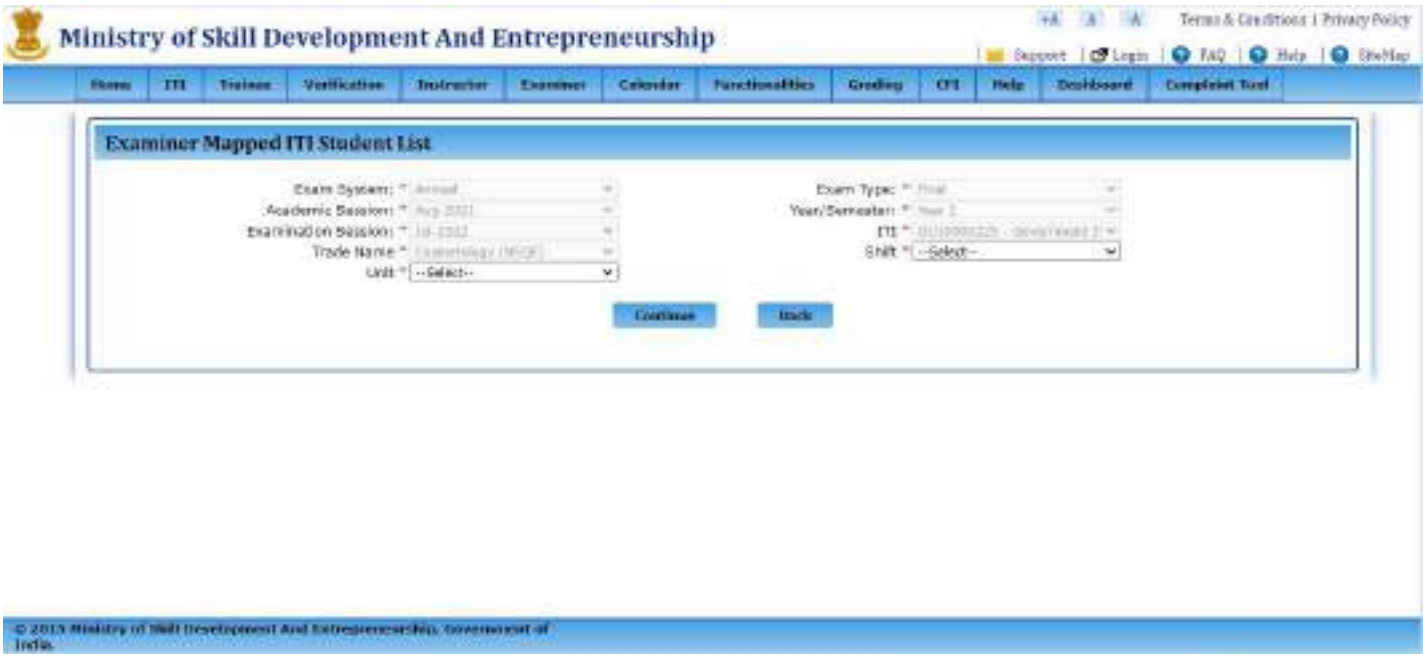
CASE 2: For ALL shift and unit

STEP 11: Login with Examiner Id, follow the same path.

Sensitivity: Internal & Restricted

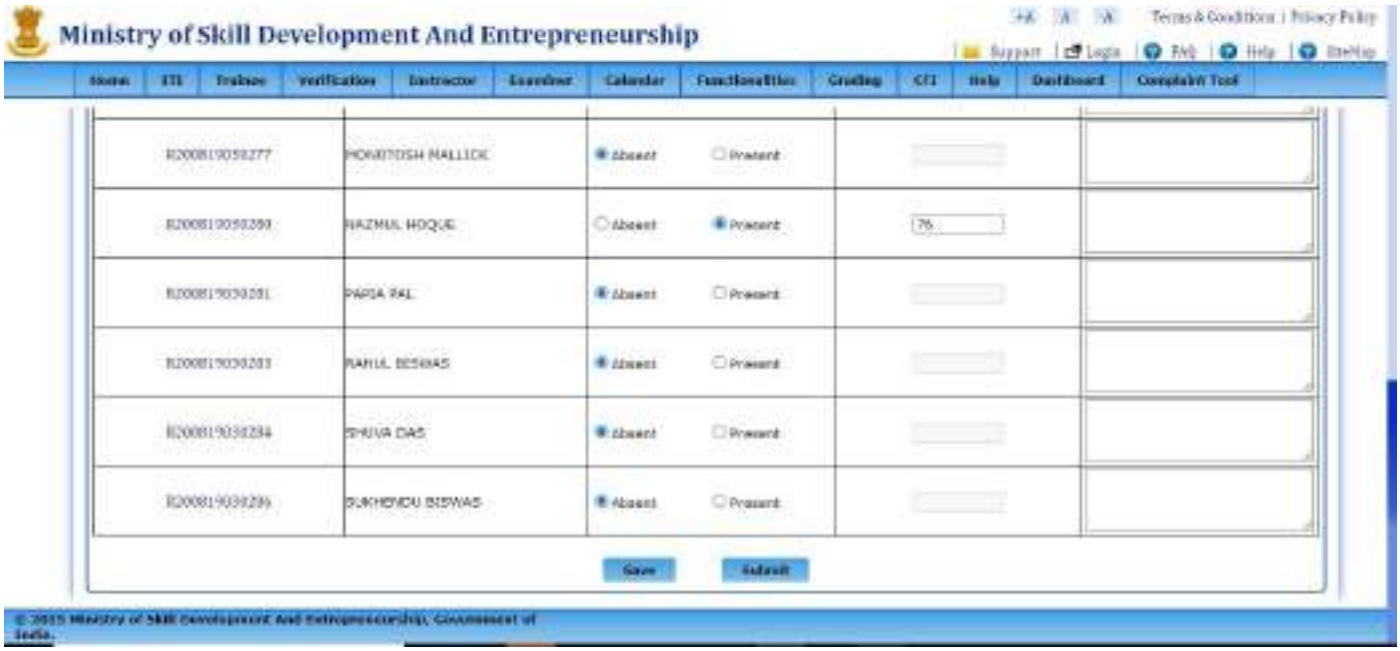
ANNEXURE D

STEP 12: for all case, you will choose shift and unit, accordingly. Click on continue button.



STEP 13: - 'List of students' page will be open, now you choose radio button as present or absent and fill the marks along with Remarks and marks should be entered between 0 to 250.

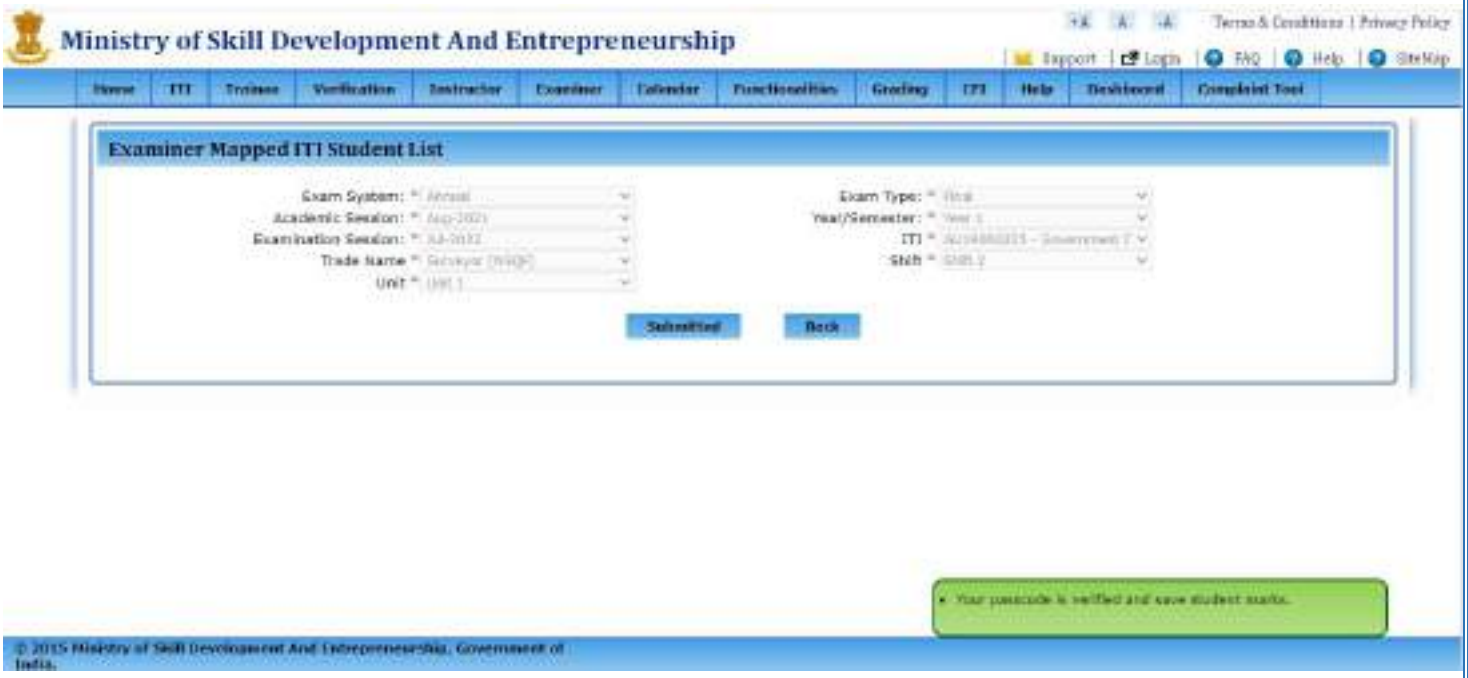
ANNEXURE D



Now you can save the data and after filling the Marks of all trainees you submit their details to click on “submit” button.

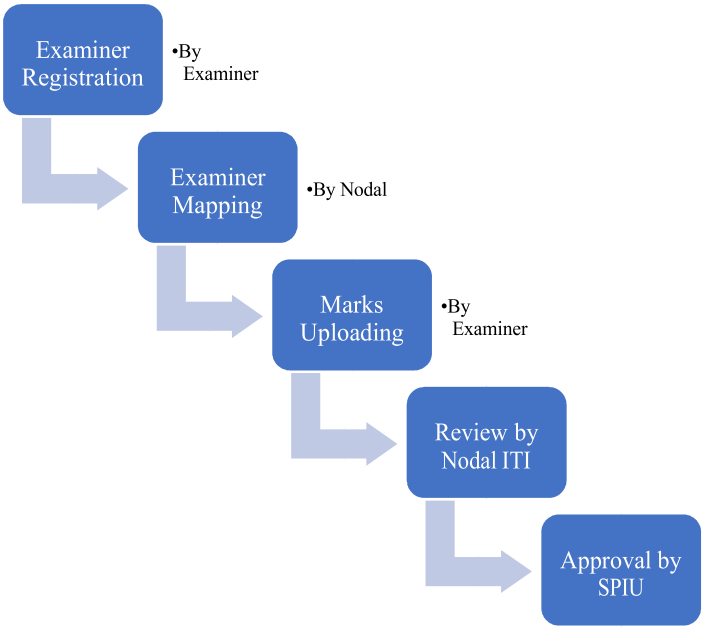
STEP 14: After submitting the marks page will redirected to below page. Where upload the necessary document

After submitting, “your passcode is verified and save students marks” Message will be shown.


Ministry of Skill Development And Entrepreneurship
Terms & Conditions | Privacy Policy
Support | Login | FAQ | Help | SiteMap
Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool
Examiner Mapped ITI Student List
Exam System: *
Academic Session: *
Examination Session: *
Trade Name: *
Unit: *
Exam Type: *
Year/Semester: *
ITI: *
Shift: *
Submitted
Back
Your passcode is verified and save student marks.
© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.

Annexure E

Process for Recording and Submission of Practical Exam Marks-reg



Examiner Registration:

1. It is mandatory for all prospective examiners to register themselves on the NCVT MIS portal.
2. Examiner receives an activation email to confirm his/her email address and mobile number.
3. Nodal ITIs have a resend email button, in their login, to re-send the activation email and Mobile OTP, if required.
4. Post registration, the examiner receives a temporary examiner id.
5. On Nodal approval the Examiner receives an Examiner ld via email.

Examiner Mapping with Practical Examination Centre:

6. Nodal ITI has the rights to do the Examiner Mapping with Practical Examination Centre.
7. Nodal ITI has authority to edit the details of the Examiner, if required.
8. On mapping with the Practical Examination Centre, the Examiner gets an email.
9. Examiner can accepts /rejects mapping within 24 hours. If an Examiner neither accept nor reject the mapping, he/ she is automatically deemed approved by the system. Nodal ITI can un-map examiner mapping if required.
10. On acceptance, a confirmation email is sent to the Examiner, with Examiner Id and a six-letter passcode generated randomly.

Practical Marks Uploading by Examiner

11. ITI has to provide a computer system with good internet connectivity to the Examiner for entering the Practical Marks.
12. Examiner marks the attendance of the trainees. (Offline Process)
13. Examiner conducts the Practical Examination and prepares the score sheet. (Offline Process)
14. Examiner logs in using Examiner Id and Mobile OTP or Email.
15. Instruction screen is displayed. In case, the Examiner is mapped for multiple examinations he/she is presented the list and he/she has to choose the examinations for which he/she wants to enter the marks.
16. Examiner enters Practical marks against the list of trainees displayed. Marks window will open only for the pending trainees.
17. Examiner can even save the partial data entered and complete the marks entry in multiple operations. All the saved data entered can be previewed and edited till final submission is completed.
18. Examiner uploads a scanned copy of the score sheet in PDF/JPG/PNG format and document size should be less than 200kb.
19. Once completed the examiner clicks the Submit button.
20. Examiner authenticates the submission by entering his six-letter passcode.
21. The examiner must complete the entry and submit the marks, along with uploading scanned copy of the score sheet within 48 hours of completion of exam.
22. The hard copy score sheet is dispatched to the Nodal ITI by the current method. (Offline Process)

Review by Nodal ITI

23. Nodal ITI can perform the following functions through Creator login:

    a. Submit the marks to SPIU.
    b. Make Changes & Submit the Marks to SPIU.
    c. In case the examiner has failed to upload the marks, Nodal ITI can enter trainee marks.
    d. to upload the scanned copy of the score sheet.

Review by SPIU

24. SPIU can perform the following functions through Approver login:

    a. Approve the marks.
    b. Reject the marks back to the Nodal ITI.

Annexure F

Bulk Fee Status – User Manual

Step 1: Open NCVT MIS site using the URL, https://stage.ncvtmis.gov.in/MIS/PreLog/UserLogin.aspx

Step 2: Login with ITI creator:

Step 3: Navigate to the below path:

Menu >> ITI >> Examination Management >> Trainee exam fee status >> Bulk Fee Payment

Annexure F

On clicking Bulk fee payment, below page will be open.

Step 4: After click on search button details of the trainee will be visible.

Annexure F

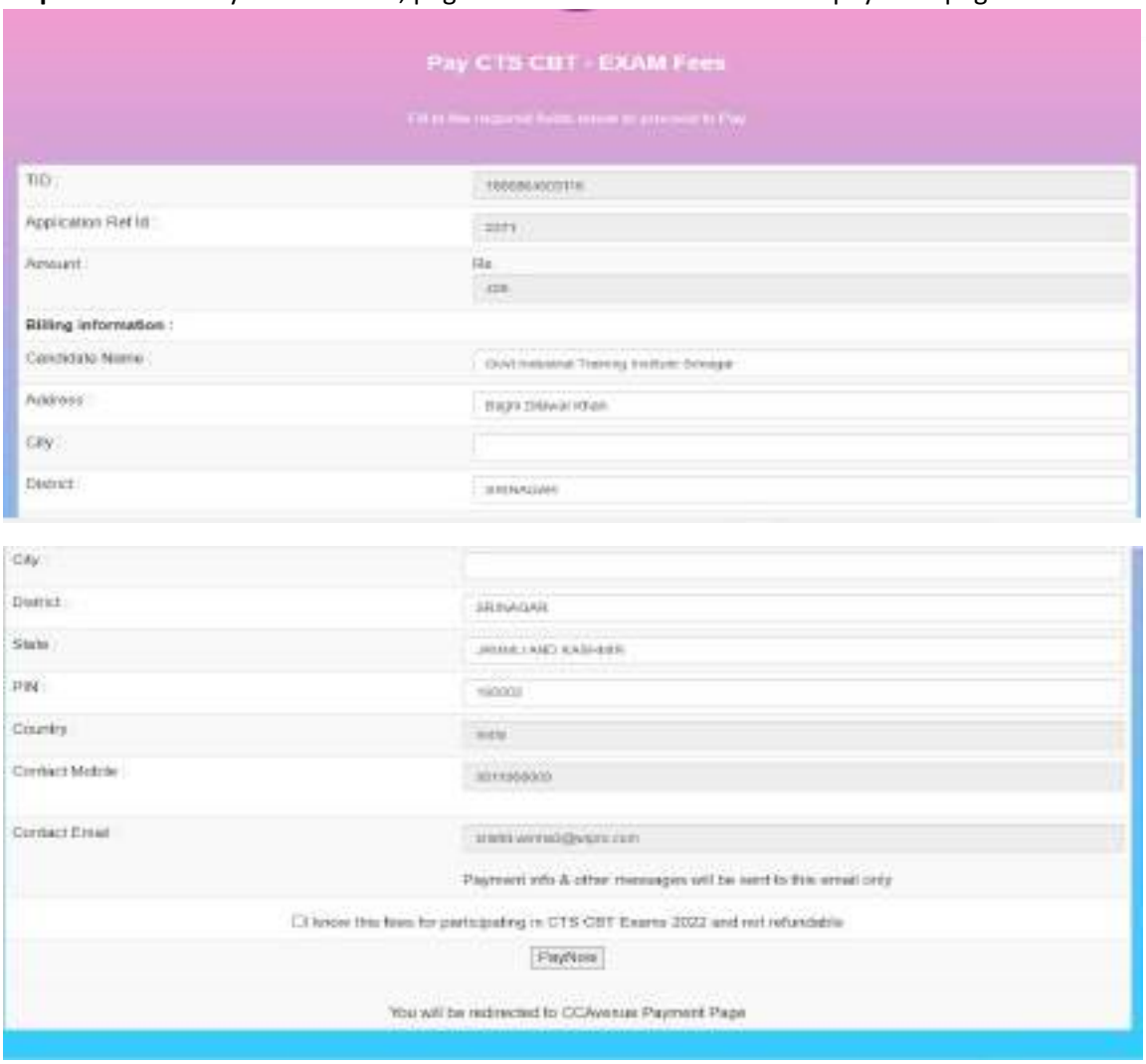
Step 5: After selecting the trainee, click on “Add selected” or “Add all” button.

Step 6: Select the trainee from “Details of the trainee in cart” and click on “Proceed to pay” button,

New page will be open, where the exam fee details for selected trainee.

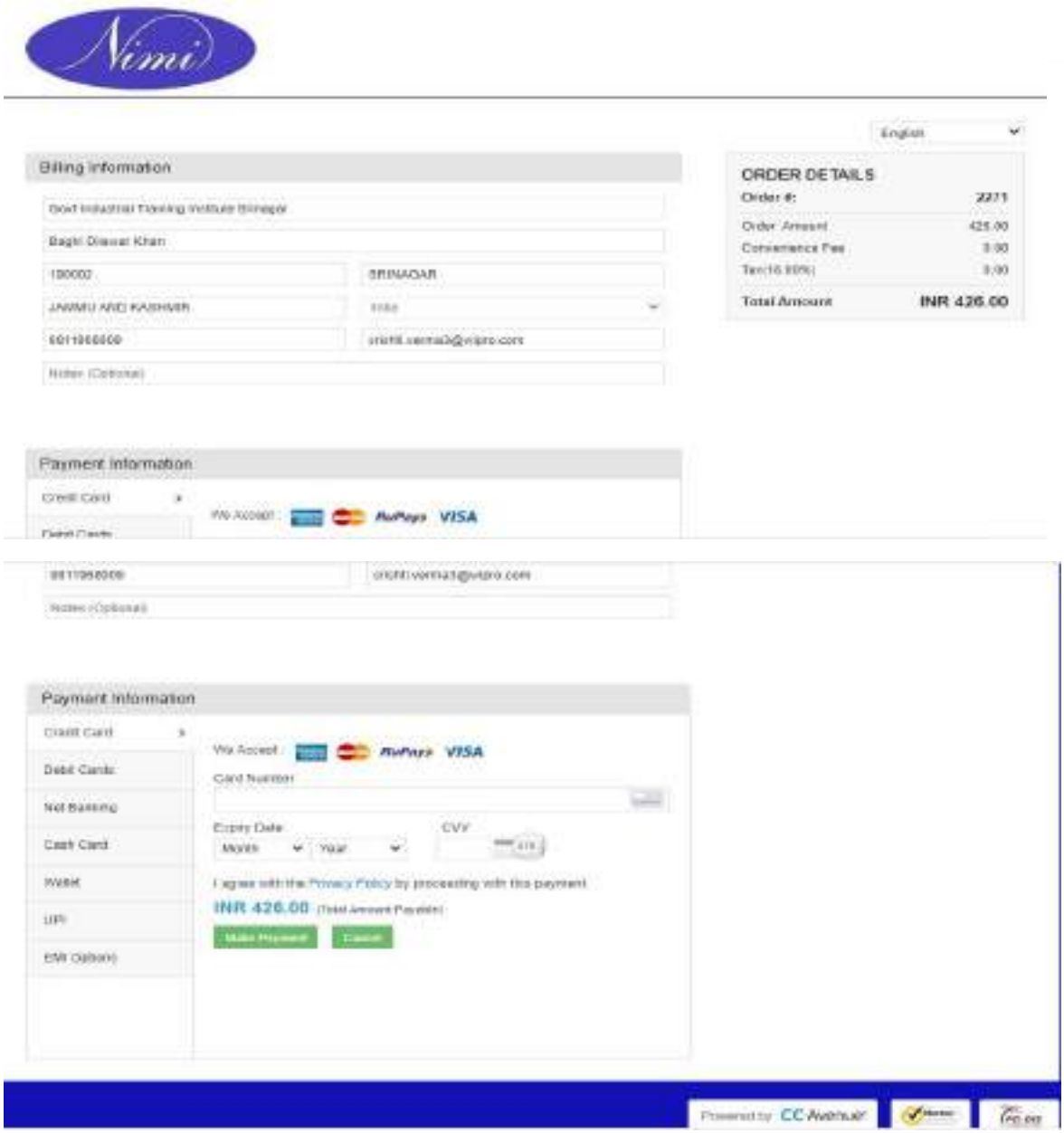
Annexure F

Step 7: click on “Pay now” button, page will be redirected to NIMI fee payment page.



Step 8: click on the declaration and click on “Pay now” button, below page will be visible.

Annexure F



Now user have different payment options like UPI, net banking, credit card /debit card and EMI or user can make payment with QR Code.

Step 9: Page will be redirected to CC avenue payment gateway, after successful payment below page will be shown.

Annexure F

Ministry of Skill Development And Entrepreneurship
ITI Payment Detail