

**No. MSDE-18012/2/CITS/Annual/2019-TTC**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

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Employment Exchange Building, Library Avenue,  
Pusa Road, New Delhi,  
Dated : 06.06.2019

To,

- (i) The Directors/Principals of NSTIs/NSTI(w)s dealing with CITS
- (ii) The Principals of Govt. / Pvt. ITOTs.

**Subject: - Revised Activity schedule for conduct of AITT of Craft Instructors under CITS (Annual System) – July 2019 for the trainees admitted in the Session – August 2018-regarding.**

Sir,

Your kind attention is invited to Para No. 8 of the Letter No. MSDE-18012/04/ER-CITS/2018-TTC dated 13.12.2018 regarding Reforms in AITT for Craft Instructor under CITS under the aegis of NCVT which depicts that "For admission session August,2018 onwards, it is mandatory that all the activities regarding Admission and Examination (Entry of Sessional marks/formative assessment marks, Attendance & Exam fee, Generation of Hall Ticket, Preparation /Declaration of result and issuance of marksheets/certificates) should be completed through CFI Portal of NCVT".

Keeping in view of the above, and in supersession of the Activity schedule already sent to you vide this office letter of even no. dated 10<sup>th</sup> April,2019, the revised Activity schedule for AITT of Craft Instructor under CITS (Annual System) to be held from 18.07.2019 to 29.07.2019 is as mentioned below:-

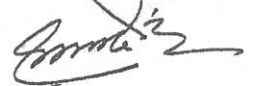
Sl.No.	Activity	Time Period
1	Uploading of Exam Fee status, Formative Assessment and Attendance of trainees by the institute on CFI portal for hall ticket eligibility	22.06.2019 to 06.07.2019
2	Uploading of Exam center Mapping for Practical and Engineering Drawing exam by Institute and for online examination by M/s Aptech Pvt. Ltd.	07.07.2019 to 11.07.2019
3.	Generation of Hall tickets	12.07.2019
4.	Downloading of Hall Tickets by institute through CFI Portal	12.07.2019 onwards
5.	Mock test session for trainees through <a href="http://cits.cbtextam.in">http://cits.cbtextam.in</a> .	12.07.2019 onwards

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6	Online exam at predefined exam centre as mapped by M/s Aptech Pvt. Ltd.	18.07.2019 to 20.07.2019
7	Trade Practical( <b>Offline mode</b> )	22.07.2019 to 24.07.2019
8	Training Methodology(Practical)( <b>Offline mode</b> )	25.07.2019 to 27.07.2019
9	Engineering Drawing/Vocational Science & Calculation(Practical)/Soft Skill & English Communication(Practical) ( <b>Offline mode</b> )	29.07.2019
10	Uploading of Practical and Engineering Drawing marks by the institute	Up to 09.08.2019
11	Uploading of Online exam marks by TT Cell,DGT(HQ)	Up to 09.08.2019
12	Declaration of Final result	12.08.2019

You are requested to communicate this to all concerned to adhere to the above schedule strictly.

Yours Sincerely



(K. Singh)  
Deputy Director of Training(ISDS)  
For Director (TTC)

No. MSDE-18012/2/CITS/Annual/2019-TTC  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

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Employment Exchange Building, Library Avenue,  
Pusa Road, New Delhi,  
Dated 10<sup>th</sup> April, 2019

To,

- (i) The Directors/Principals of NSTIs/NSTI(w)s dealing with CITS
- (ii) The Principals of Govt. / Pvt. ITOTs.

**Subject: - Activity schedule for online exam of AITT of Craft Instructors under CITS (Annual System) – July 2019 for the trainees admitted in the Session – August 2018-regarding.**

Sir,

This is in reference to this office letter of even no. dated 10.04.2019 regarding conduct of AITT of Craft Instructors under CITS (Annual System) –July 2019 to be conducted from 18.07.2019 to 29.07.2019 for the trainees admitted in the Session – August 2018.

The activity schedule for online exam of theoretical paper (Trade Theory, Trade Skill, Workshop Calculation & Science, Workshop Calculation, Workshop Science, Vocational Science & Calculation, Soft Skill & English Communication and Training Methodology) scheduled to be conducted from 18.07.2019 to 20.07.2019 at online exam centres is as given below

Sl.No.	Activity	Time Period
1.	Registration of trainees on <a href="http://cits.cbtextam.in">http://cits.cbtextam.in</a> for online exam.	17.06.2019 to 03.07.2019
2.	Downloading of Admit cards by institute and mock test session for trainees from <a href="http://cits.cbtextam.in">http://cits.cbtextam.in</a> .	12.07.2019 onwards
3.	Online exam at predefined exam centre by agency selected by DGT.	18.07.2019 to 20.07.2019

As you are aware that the registration of CITS trainees in [ncvtmis.gov.in](http://ncvtmis.gov.in) portal under CFI module is mandatory before proceeding on registration in <http://cits.cbtextam.in> for online exam. In this regard, you are requested to ensure the registration of trainees in [ncvtmis.gov.in](http://ncvtmis.gov.in) under CFI module first.

All the trainees eligible to appear in the exam should accompany with only portal generated hall ticket for appearing in online exam.

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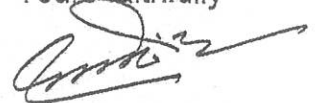
The hall ticket of the trainees for online examination papers must be attested by the concerned Director/Principal of the institute. Attestation must have name of official, seal and signature with date. No trainee will be allowed to enter the examination hall without a valid hall ticket. Instructor trainee must also carry a valid photo ID card preferably issued by the Director/Principal of the concern institute.

The mock test practice sessions will be available for trainees from 12.07.2019 on online exam portal for prior practice.

In view of above, you are requested to register all the eligible instructor trainees in online exam registration portal i.e. <http://cits.cbtextam.in> to enable the trainees to appear in Online exam of AITT under CITS to be held from 18.07.2019 to 20.07.2019 and get the hall tickets for theoretical subject from online exam portal. Hall ticket generated from any other source will not be acceptable for online exam.

Hall tickets for Practical and Engineering Drawing / Vocational Science and Calculation / Soft Skill & English Communication have to be issued manually from the Institute itself as per prevailing practice.

Yours faithfully



(K. Singh)  
Deputy Director of Training  
For Director (TTC)

No. MSDE-18012/2/CITS/Annual /2019-TTC  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

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Employment Exchange Building, Library Avenue,  
Pusa Complex, Pusa, New Delhi-12  
Dated: 10<sup>th</sup> April, 2019

To

1. The Directors, NSTI / NSTI (W) dealing with CITS
2. Principals of Government / Private ITOTs

**Subject: Programme of All India Trade Test of Craft Instructors under CITS(Annual System)- July, 2019 for the trainees admitted in the Session- August 2018-reg**

Sir/Madam,

It has been decided to conduct All India Trade Test of Craft Instructors under CITS(Annual system) -July 2019 from 18.07.2019 to 29.07.2019 **for the trainees admitted in the Session- August 2018** as per programme given below:-

DATE	TIME	Engg. Trades/Non Engg. Trades		REMARKS
18.07.2019 (Thursday)		Online Examination of Theoretical Subjects (Trade Theory, Trade Skill Work Shop Calculation & Science, Work Shop Calculation , Work Shop Science, Vocational Science & Calculation, Soft Skill & English Communication and Training Methodology)		
19.07.2019 (Friday)				
20.07.2019 (Saturday)				
		Time and venue of Examination Centers etc. will be printed on Hall Ticket downloaded from <a href="http://dgt.cbtxam.in">http://dgt.cbtxam.in</a>		
22.07.2019 (Monday)	9.30 AM	Trade Practical		
23.07.2019 (Tuesday)	9.30 AM	-do-		
24.07.2019 (Wednesday)	9.30 AM	-do-		
25.07.2019 (Thursday)	9.30 AM	Training Methodology(Practical)		
26.07.2019 (Friday)	9.30 AM	-do-		
27.07.2019 (Saturday)	9.30 AM	-do-		
29.07.2019 (Monday)	9.30 AM	Engg. Drawing*	(i) Vocational Science & Calculation (Practical)  (ii) Soft Skill & English Communication (Practical)	* For all Engg Trades (Excluding RODA, DMM, DMC, Surveyor, DM (Architect).

**(Lunch break from 1.00 PM to 1.30 PM for Practical Exams Only)**

**30 minutes time to be given to each trainee for Teaching Demonstration.**

**Note:-** The practical test may be conducted only up to 6.00 PM on each day depending upon the duration of the question paper. The question papers (Password protected) of Engg Drg, and Practicals will be provided through e-mail by TTCell, DGT(HQ) 30 minutes before the commencement of exams on respective dates as per previous practice.

**In case of any query, please contact TT Cell, DGT(HQ), Pusa, New Delhi on landline no.-011-25847031**

Yours Faithfully



(K. Singh)

Deputy Director of Training (TT Cell)  
For Director of Training

No. MSDE-18012/04/ER-CITS/2018-TTC  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training

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Employment Exchange Building, Library Avenue,  
PUSA Road, New Delhi-12, Dated 13.12.2018

To

- (I) The Director/Principal NSTIs,
- (II) The Directors/Principal, NSTIs for Women.
- (III) The Principals of Govt. / Pvt. ITOTs.

**Subject:- Reforms in AITT for Craft Instructor under CITS under the aegis of NCVT- regarding.**

Sir/Madam,

The "NCVT Sub-committee meeting was held on 11.12.2018 and it has approved the examination reforms in Craft Instructor Training Scheme and approved annual examination of trainees admitted in Govt./Pvt. NSTI and ITOTs in place of semester examination from the session August, 2018 onwards. The following reforms are hereby accepted for implementation in All India Trade Tests (AITT) for Craft Instructor under CITS conducted under the aegis of NCVT:-

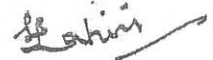
1. Annual exam system in CITS will be conducted for the instructor trainees admitted in NSTIs, and ITOTs from the admission session August, 2018 onwards.
2. The online examination for theoretical paper would continue. The final exam would be held in June and supplementary exam within three month from the date of declaration of result of final exam.
3. The syllabus of both semesters I and II will be combined for annual exam of Trade theory/ Trade skill and Trade Practical because it is distributed in both semesters.
4. No change have been made for other subject like Workshop calculation & Science, Workshop calculation, Workshop Science for Engineering Trades and Vocational Science & Calculation, Soft skill & English Communication for Non-engineering trades and Training methodology which is common for both Engg and Non-engineering trades.
5. Minimum pass marks in every paper i.e. Theoretical paper, Practical paper and Formative assessment will continue to be 60%.
6. Grace marks upto the extent of maximum 06 marks may be granted in one or more papers in any exam. However grace marks should not be granted in Practical examination.

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7. Proposed marking scheme/ format of annual mark sheet for both Engineering and Non- engineering trades in line with NSQF having Progressive / Formative assessment is annexed. Total marks for both Engineering / Non-engineering trades are 900 marks (Annexure-I).
8. For admission session August, 2018 onwards It is mandatory that all the activities regarding Admission and Examination (Entry of Sessional marks/formative assessment marks, Attendance & Examination fee, Generation of Hall Ticket, Preparation/Declaration of result and Issuance of marksheets/certificates should be completed through CFI Portal of NCVT.
9. The Internal Assessment during the period of training should be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes in NSQF compliant curriculum. The training institute has to maintain individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment should be as per the template (Annexure-II).

You are requested to disseminate this information to all concern.

  
(S.D. Lahiri)  
DDG(T&E)

## FORMAT OF INTERNAL ASSESSMENT



**STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER AEGIS OF N.C.V.T.**  
**Crafts Instructor Training Scheme (CITS)**  
**Academic Session - August .....**  
**(Annual Examination)**

Name:..... Registration /Roll No:.....  
 Father/Mother name:..... Date of birth:.....  
 Trade Name:..... NSQF Level:..... Exam Month -Year:.....  
 Institute Name and Address:..... Grade (optional):.....

For Engineering Trades (Except Draughtsman Group of Trades)				
Paper No.	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
I	Trade Theory (Professional knowledge)	100	60	
II	Workshop Calculation. & Science (Core Skill)	50	30	
III	Engineering Drawing (Core Skill)	50	30	
IV	Training Methodology (Professional knowledge)	100	60	
V	Trade Practical (Professional Skill) Assessment	200	120	
VI	Training Methodology (Professional Skill) Assessment	200	120	
VII	Formative Assessment / Sessional marks	200	120	
<b>TOTAL</b>		<b>900</b>	<b>540</b>	

**RESULT: PASS / FAIL in .....** /eligible to Re-appear (RA) (Yes / No)  
**Note: Minimum pass marks for every paper - 60%**

Member Secretary NCVT

**STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER AEGIS OF N.C.V.T.**  
**Crafts Instructor Training Scheme (CITS)**  
**Academic Session – August .....**  
**(Annual Examination)**

Name : ..... Registration /Roll No:.....  
 Father/Mother name:..... Date of birth.....  
 Trade Name:..... NSQF Level..... Exam Month -Year:.....  
 Institute Name and Address:..... Grade (optional).....

For Draughtsman Group of Trades				
Paper No.	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
I	Trade Theory (Professional knowledge)	100	60	
II	Workshop Calculation (Core Skill)	50	30	
III	Workshop Science (Core Skill)	50	30	
IV	Training Methodology (Professional knowledge)	100	60	
V	Trade Practical (Professional Skill) Assessment	200	120	
VI	Training Methodology (Professional Skill) Assessment	200	120	
VII	Formative Assessment / Sessional marks	200	120	
<b>TOTAL</b>		<b>900</b>	<b>540</b>	

**RESULT:** PASS / FAIL in ...../eligible to Re-appear (RA) (Yes / No)  
**Note:** Minimum pass marks for every paper - 60%

Member Secretary NCVT

**STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER AEGIS OF N.C.V.T.**  
**Crafts Instructor Training Scheme (CITS)**  
**Academic Session - August .....**  
**(Annual Examination)**

Name:..... Registration /Roll No:.....  
 Father/Mother name:..... Date of birth:.....  
 Trade Name:..... NSQF Level..... Exam Month -Year:.....  
 Institute name and Address:.....Grade (optional):.....

For Non-Engineering Trades (Except Beauty & Wellness Sector and Travel & Tourism Sector Trades)				
Paper	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
I	Trade Skill (Professional knowledge)	100	60	
II	Vocational Science & Calculation (Core Skill)	50	30	
III	Vocational Science & Calculation (Professional Skill) Assessment	50	30	
IV	Training Methodology (Professional knowledge)	100	60	
V	Trade Practical (Professional Skill) Assessment	200	120	
VI	Training Methodology (Professional Skill) Assessment	200	120	
VII	Formative Assessment / Sessional marks	200	120	
<b>TOTAL</b>		<b>900</b>	<b>540</b>	

**RESULT:** PASS / FAIL in ...../eligible to Re-appear (RA) (Yes / No)  
**Note:** Minimum pass marks for every paper - 60%

Member Secretary NCVT

**STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER AEGIS OF N.C.V.T.**  
**Crafts Instructor Training Scheme (CITS)**  
**Academic Session - August .....**  
**(Annual Examination)**

Name:..... Registration /Roll No:.....  
 Father/Mother name:..... Date of birth:.....  
 Trade Name:..... NSQF Level:..... Exam Month -Year:.....  
 Institute name and Address:.....Grade (optional).....

For Non-Engineering Trades (Beauty & Wellness Sector and Travel & Tourism Sector Trades)				
Paper	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
I	Trade Skill (Professional knowledge)	100	60	
II	Soft Skill & English Communication (Core Skill)	50	30	
III	Soft Skill & English Communication (Professional Skill) Assessment	50	30	
IV	Training Methodology (Professional knowledge)	100	60	
V	Trade Practical (Professional Skill) Assessment	200	120	
VI	Training Methodology (Professional Skill) Assessment	200	120	
VII	Formative Assessment / Sessional marks	200	120	
<b>TOTAL</b>		<b>900</b>	<b>540</b>	

**RESULT:** PASS / FAIL in ...../eligible to Re-appear (RA) (Yes / No)

**Note:** Minimum pass marks for every paper - 60%

Member Secretary NCVT