

**Guidelines
for
Recognition of Prior Learning (RPL)
under
Craft Instructor Training Scheme
(CITS)**



Directorate General of Training

**Ministry of Skill Development & Entrepreneurship
Government of India**

The scheme of Recognition of Prior Learning (RPL) under Craft Instructor Training scheme of DGT is meant to recognize and certify the skill of in-service instructor with atleast 03 year experience in teaching in ITIs for issuance of National Craft Instructor Certificate (NCIC).

ACRONYMS

AITT	All India Trade Test
CITS	Craftsmen Instructor Training Scheme
DGT	Directorate General of Training
HQ	Head Quarters
ITI	Industrial Training Institute
MSDE	Ministry of Skill Development & Entrepreneurship
NSTI	National Skill Training Institute
NSTI (W)	National Skill Training Institute for Women
ITOT	Institute for Training of Trainers
NCVT/NCVET	National Council for Vocational Training/ National Council for Vocational Education and Training
NSQF	National Skills Qualifications Framework
TT Cell	Trade Testing Cell
NCIC	National Craft Instructor Certificate

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1. Background

India has over 15,000 Industrial Training Institutes (ITIs) of which 85% are run by the private sector and 15% are government-funded. All ITIs put together have around 25 lakh seats per annum and needs around 70 thousand instructors. At present all NSTIs (15), NSTI(W)s (19) and Private/Govt. ITOTs (17) total 51 institutes has capacity to train annually around 12 thousand instructors only. So there is a gap between supply and demand which needs to be fulfilled.

As per the recommendation of a Sub-committee of National Council for Vocational Training (NCVT) on Norms and Courses, the reforms in All India Trade Test conducted under aegis of NCVT has been communicated to all the stake holders vide this office letter no. MSDE-18011/DGT/2017-TTC (Pt-III) dated 04.10.2018 (Para xi). (Copy placed for ready reference), the DGT, has introduced the scheme of "Recognition of Prior learning (RPL) under CITS".

Under this scheme, no training will be conducted in Institutes (i.e. NSTIs) but in-service instructors having more than three years of experience as a teacher in ITI may register themselves in NSTI through CFI portal after sponsoring by the concern ITI/State directorate. Once the online application is approved by the concern NSTI, the candidate has to appear in AITT under CITS for RPL conducted by DGT for obtaining National Craft Instructor Certificate (NCIC) which will be at par to the NCIC issued to the trainees who appear in AITT after completion of 01 year training in Institutes.

2. Objective

At present the instructors already having 03 or more year experience as Instructor in ITI has to undergo one year training in these Institutes alongwith fresh ITI passed out candidates. Around 25% seat in these institutes are filled by sponsored in-service candidates who have already acquired the skill during teaching in institute for more than 03 years.

Objective of "Recognition of Prior learning (RPL) under CITS" scheme is to provide National Craft Instructor Certificate (NCIC) to the instructors having more than 03 year experience as instructor in ITI after passing AITT for RPL under CITS, which will be at par to the NCIC issued to the trainees who appear in AITT after completion of 01 year training in Institutes.

Detailed guidelines follows.

- 3. Eligibility of Instructor for appearing in AITT under RPL:**
- The in-service instructor should have atleast 03 years of experience of teaching in Govt/Pvt ITI.
 - The instructor should be sponsored/nominated by the Institute(ITI)/State Directorate for applying in this scheme to appear in AITT for RPL under CITS to be conducted by DGT.
 - The Instructor has to be registered in NSTI through CFI online portal at least one month before the scheduled date of examination.
 - The instructor has to submit the GPF / EPF statement to the competent authority during registration in support of their experience.

4. Competent Sponsoring authorities:

- State directorate/Commissioners may nominate their untrained Instructors working in any Government ITI and having more than 03 year of experience.
- Principals/Director of Private ITIs affiliated to DGT may sponsor their instructor having more than 03 year experience as instructor for appearing in AITT for RPL under CITS.

5. Institute for conduct of exam for RPL and Trade Test curriculum:

- The AITT in RPL scheme may be conducted regularly at an interval of every 03 months after implementation of the scheme.
- The scheme may run only for 02 year as pilot scheme and may be extended after review.
- The AITT for RPL under CITS may be conducted for all existing trades running in any DGT Institute (i.e. NSTI/NSTI (W).) Refer **Annexure 1** for list of trades and Institutes where it is available.
- The AITT for RPL will be conducted for the curriculum of the trade already in force for training under CITS at the time of conduct of the test.
- Content for subject Training Methodology (TM/PoT) may be uploaded in CFI portal.
- Mock test facility may also be provided through the portal to facilitate the candidates for practice online exam of theoretical subjects.
- Practical and Engineering drawing tests will be conducted at concern NSTI with subjective question paper.
- Online test will be conducted for theoretical subjects at online exam centers.

6. Duration of Training and assessment:

- There will not be any formal training to the instructors registered for appearing in AITT for RPL under CITS. However content of the subject Training Methodology (PoT) will be provided through CFI portal.
- The assessment / trade test will be conducted for all the papers applicable for regular trainees as per existing curriculum of the trade presently running under CITS in NSTIs. The detail of AITT is annexed at **Annexure 2**.
- The result of the trade test will be processed through portal for RPL and e-marksheet /e-Certificate will be issued through portal itself.

7. Process of Registration and Certification:

1. The Instructor nominated by the competent authority has to be registered in NSTI through online portal at least before one month from the scheduled date of examination.
2. Online registration form with Photo graph and other details of the Instructor has to be uploaded in portal by concern instructor.
3. The instructor has to select its trade and name of the Institute where he/she is interested to appear for AITT.
4. The nomination/sponsor letter issue by competent authority and copy of GPF /EPF statement for last 03 year for concern instructor has to be uploaded in specified portal as proof of duration of experience.
5. The online submitted form has to be approved by the concern NSTI as acceptance of the candidature for RPL after due physical verification on preannounced schedule date of document verification.
6. The registration/exam fee has to be submitted to concern NSTI/Govt of India receipts at the time of issue of Hall Ticket.
7. The registration in portal will be valid for only 01 attempt. In case of failure, the instructor has to re-register himself for second attempt and has to qualify all the papers in any attempt. There will not be any carryover of marks to next attempt.

8. Equivalency of Certificate issued under RPL:

A National Craft Instructor Certificate (NCIC) will be issued by DGT to all passed out instructor in AITT for RPL under CITS. This NCIC will be at par to the NCIC issued to the passed out trainees appearing in AITT under CITS after completion of 01 year training in Institutes.

The Certificate issued under RPL shall be valid for all the purposes for recruitment and promotions in place of regular NCIC.

9. Rights of Competent Authorities:

- i. State directorate and DGT have rights to verify the instructor credentials at the sponsoring ITI. In case of any irregularity suitable action may be taken against the ITI and registration of instructor for RPL may be cancelled.
- ii. DGT, MSDE reserves the right to modify the terms and conditions time to time for RPL scheme and such modified terms shall be binding on all the stakeholder of RPL under CITS scheme.
- iii. The Director NSTI/DGT reserves the right to accept/reject the online registration form of the candidate. In case of submission of any false information submitted during registration the application for RPL may be cancelled.

Annexure 1: Notification of Examination Reforms

e-mail / Speed Post

No. MSDE-18011/DGT/2017-TTC (Pt-III)

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training

Employment Exchange Building, ICAR Complex,
Pusa, New Delhi – 110012, Date: 04 .10.2018

To

1. All the State Director / Commissioner dealing with Craftsmen and Apprenticeship Training
2. All National Skill Training Institutes (NSTI) and NSTI (W) under DGT, MSDE
3. All the Regional Directors of Apprenticeship Training under DGT, MSDE

**Subject: Reforms in All India Trade Test conducted under the aegis of NCVT -
regarding**

Sir,

With reference to the recommendation of "Curriculum & Examination Reforms Committee" on examination system for exams conducted under the aegis of NCVT under Sub-Committee of National Council for Vocational Training (NCVT) on "Norms & Courses" the following reforms are hereby accepted for implementation in All India Trade Tests (AITT) conducted under aegis of NCVT.

- i) All the reforms here under will be applicable for the batch starting from the admission session August, 2018. However policy in respect of 'Grace Marks' for indicating (G) in marks sheet should be removed and may be implemented with immediate effect for all the schemes.
- ii) The DGT may go for On-line examinations for ITI trainees admitted for the session starting from August, 2018.
- iii) For the trainees admitted in ITIs from the session August, 2018 onwards & failed in theoretical papers should be granted grace marks up to the extent of maximum 06 (six) marks for each exams in one or more number of papers and there should not be any grace mark in practical examinations.

Also, the grace marks as above may be granted to the trainees in other schemes also i.e, DST, Flexi MoU & CoE under CTS, ATS and CITS, for examinations held after August, 2018.

However for trainees admitted under semester system before session August, 2018, the grace marks of 07 (Seven) for Engg trades and 02 (Two) for Non-Engg trades should continue as per prevailing guidelines till the sunset of semester

exams. These grace marks should not be indicated as 'G' in the marks card and grace marks provided in that paper may be added to marks secured by trainee to make it equal to pass marks and will result in increase of total marks obtained by trainee.

- (iv) For the trainees admitted in ITIs from the session August, 2018 onwards with NSQF complaint curriculum, the passing marks percentage in theoretical papers in Craftsmen Training Scheme is hereby reduced to 33% instead of existing 40%. However, passing marks percentage in practical examination will continue to remain as 60%. Accordingly, modified format of mark sheets for 1st and 2nd year of 01 year and 02 year courses in annexed. However, there is no provision of grace mark in practical examinations.
- (v) The NCVT has decided to provide graded autonomy to the Govt. and Private ITIs as per National Grading of ITIs in following cases:
 - a) All ITI's having infrastructure as per NCVT norms, may be self centre for practical exam with effect from AITT to be held in Jan/Feb19 in semester system and thereafter for annual exams also. However ITIs having grading less than 2.5 and also all ungraded ITIs, external examiner for practical examinations should be deputed by concern state/UT directorate.
 - b) All the ITI's having infrastructure as per NCVT norms and grade more than or equal to 2.5 may have their own examiner for practical examination in addition to self centre for practical exam. However, the examiner should be different from the instructor who has taught the trainees of the concern unit/shift during training.
 - c) All the ITIs providing training to Differently Abled (DA) trainees should have their self exam centre for theoretical paper exam as well as practical exam and may have their own examiner for practical examination.
- (vi) Practical Examiner qualification: In addition to Degree/ Diploma and CITS passed out with 03 year experience in concerned discipline, the qualification for selection as practical examiner is hereby relaxed to ITI passed out instructors with atleast 03 (three) year of teaching experience.
- (vii) A establishment engaging more than 100 apprentice at one premises may have their own practical examination centre for conducting the practical exam of their apprentices in AITT under ATS and evaluation may be done by their own examiner with own set of question paper. However, they should submit the marks obtained by apprentices to concerned RDAT/ SAA for processing and declaration of results. Such establishment should have all infrastructures in accordance with NCVT norms for practical examination.
- (viii) For early declaration of results of ITI trainees, the engineering drawing answer sheets of ITI trainees should be evaluated at every district nodal ITIs within three

(03) working days from the last date of examination and marks of Practical & Engg Drawing should be uploaded in NCVTMIS portal by Nodal ITI.

- (ix) The annual exam for ITI trainees may be shifted to May/June in place of July/August for the trainees admitted from the session August, 2018 onwards. The supplementary exam may also be shifted accordingly in November/December each year.
- (x) The examination duration of theoretical papers in objective MCQ type question paper examination in OMR based / online examination for trainees under CTS, CITS & ATS question paper having 50 to 75 MCQ type questions is hereby reduced to 02 hours in place of 03 hours, duration of question paper having 25 MCQ type question is reduced to 01.30 hours in place of 03 hours and the duration of Engg. Drawing paper is reduced to 03 hour in place of 04 hours. There is no change in duration of practical exam.
- (xi) There will be certification and issuance of National Craft Instructor Certificate (NCIC) as Recognition of Prior Learning to in-service instructors of ITI with 03 years of teaching experience in Private / Government ITI, the in-service instructors of Govt / Pvt ITI should be registered in any NSTI through CFI portal of NCVT as private candidates. They should appear in examination at NSTI for such purpose.

The self-learning content of one month training of pedagogy course will be made available on CSTRAI website and in-service instructors who are willing to appear for the said exam are advised to learn this before appearing in exam. The instructor of Govt ITI should be recommended from State Directorate and instructors of Private ITI should be recommended from Principal of concern institute.

Details of such instructors should be forwarded to any NSTI for registration of instructors in CFI portal as Private candidate. The Director NSTI should examine the recommendation and register the eligible candidate in CFI portal as private candidate.

The examination will be held in the concerned NSTI with question paper from DGT and the candidates will appear in the examination as private candidate. The examinations may be conducted in frequency of 02 to 03 months for the duration of 03 /04 days.

Initially this mode of certification will be offered for only 02 years i.e. up to Dec 2020. In future if required, the exam may be conducted in ITIs having grading of 3 or more.

The Registration / Examination fee of Rs.3000/- per candidate will be charged.

The examination paper for total – 500 marks should consists of -

- A. 1st Day Morning session - Theory paper consisting of 03 parts = 150 marks
 - 1. Trade Theory – 50 marks
 - 2. Workshop Science & Calculation – 50 marks
 - 3. Training Methodology – 50 marks
- B. 1st Day Afternoon session – Engineering Drawing - (50 marks)
- C. 2nd day Full day - Training Methodology Practical Examination - (100 marks) i.e.
 - i. Lesson plan development - 20 marks
 - ii. Demonstration plan development - 20 marks,
 - iii. Lesson plan delivery in class room - 30 marks
 - iv. Demonstration activity in workshop/Lab - 30 marks
- D. 3rd day Full day -Trade Practical Examination (200 marks) extended to next day if required.

The passing marks percentage will be 60% individually in every part of the examination.

You are requested to communicate all the stake holder for implementation of the above reforms in examinations conducted under aegis of National Council for Vocational Training (NCVT) and necessary action in this regard.

Your's faithfully


(S.D. Lahiri)
Deputy Director General (T&E)

Copy to : PPS (DG/AS), DDG (C&P), DDG (AT), Director (CFI), Director (AT), Director (T) Member Secretary NCVT and all sections of DGT, MSDE.

Annexure 2: Format of registration form

Online Registration Form for RPL under CITS

- **CITS TRADE and SELECTION of NSTI**

Name of the trade: (to be selected from drop down list of CITS trades)

Name of the NSTI: (to be selected from drop down list of NSTIs in CFI module)

- **PERSONAL DETAILS:- (Upload Passport size Photograph) (size to be limited)**

Instructor's Name:*	Date of Birth *: (select from calendar) (DD/MM/YYYY)
Father / Spouse / Guardian Name: *	Mother's Name :-
Gender* : (select from list)	Category* : (select from list)
Marital Status: (select from list) (Yes/No)	Trainee Type:- RPL
Admission fee submitted: (select from list) (Yes/No)	Is Diploma Holder *: (select from list) (Yes/No)
Whether ITI Passed : (select from list) (Yes/No)	Trade: (select from CTS trade list)
UID Number: *(unique) (Aadhar No.)	
Email Id *(Unique)	Mobile No. *(Unique)

- **PERMANENT ADDRESS :-**

Address :-	
State :- (select from list)	District :- (select from list)
Pin Code:-	Phone No.:

- **CORRESPONDENCE ADDRESS *:-**

Address :-	
State :- (select from list)	District :- (select from list)
Pin Code:-	Phone No.:-

- **ACADEMIC QUALIFICATION DETAILS :-**

(upload Highest academic qualification document)

Examination passed: (select from list)	
School/Board/University Name :	
Stream:	Year of passing: (select from list)
Grade:A/B/C/D (Select from list)	Marks (%):

Contd.....

- TECHNICAL QUALIFICATION DETAILS:-**

(upload Highest technical qualification document)

University/Institute Name:	
Examination passed: (select from list) Certificate/ITI/Diploma/Graduate/Post graduate/Ph.D.	Trade/Stream: (select from list) Electrical, Mechanical, Electronics /Elec& Commn./Electrical & electronics/Computer /IT/Management
Trade Name (if ITI) (from CTS trades)	
Year of Passing: (select from list)	Certificate No.:
Grade:A/B/C/D (Select from list)	Marks (%)

- EXPERIENCE DETAILS:-**

(upload Statement of GPF/EPF for last 03 years)

Name of the Employer:*	Nature of Job:*
From Date:(from calendar)	To Date: (from calendar)
Designation*	

- SPONSOR DETAILS :-**

(upload sponsoring / nomination letter issued by competent authority)

Sponsor Name:*	Sponsor Type:*(Govt/Pvt)
Contact Person Name:-	Contact Person Ph. No.:-
Address:	Phone No.:
State: (select from list)	District: (select from list)
Pin Code:	
Sponsor ITI Code: (select from list)	Sponsor ITI Name:-

Annexure 3: Format for Standard Mark Sheet

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under AEGIS OF N.C.V.E.T.

Directorate General of Training

Recognition of Prior Learning under Craft Instructor Training Scheme (CITS)

Exam Session –

Name:..... Father/Mother name:..... Registration /Roll No:.....

Father Name:..... Date of birth.....

Trade Name:..... NSQF Level..... Exam Month - Year.....

Institute Name and Address:..... Grade (optional).....

Name and address of Sponsoring Institute:

For Engineering Trades (Except Draughtsman Group of Trades)				For Draughtsman Group of Trades			
Paper No.	Summative Assessment	Max. marks	Min. Pass marks	Marks secured	Summative Assessment	Max. marks	Min. Pass marks
I	Theory (Trade theory, Workshop Calculation & Science and Training Methodology)	150	90		Theory (Trade theory, Workshop Calculation, Workshop Science and Training Methodology)	150	90
II	Engineering Drawing	50	30		Not applicable	----	----
III	Training Methodology (Practical)	100	60		Training Methodology (Practical)	100	60
IV	Trade Practical	200	120		Trade Practical	200	120
	TOTAL	500	300		TOTAL	450	270

RESULT: PASS / FAIL in
Minimum pass marks for each paper - 60%.

Controller of Examination, DGT

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED BY DGT under ARGIS OF N.C.V.E.T.

Directorate General of Training

Recognition of Prior Learning under Crafts Instructor Training Scheme (CITS)

Exam Session -

Name: Registration / Roll No:

Father/Mother name: Date of birth:

Trade Name: NSQF Level: Exam Month -Year:

NSTI Name and Address: NSTI Name and Address:

Name and address of Sponsoring Institute: Grade (optional)

For Non-Engineering Trades (Except Beauty & Wellness Sector and Travel & Tourism Sector Trades)				For Non-Engineering Trades (Beauty & Wellness Sector and Travel & Tourism Sector Trades)			
Paper	Summative Assessment	Max. marks	Min. Pass marks	Marks secured	Summative Assessment	Max. marks	Min. Pass marks
I	Theory (Trade Skill, Vocational Science & Calculation and Training Methodology)	150	90		Theory (Trade Skill, Soft Skill & English Communication and Training Methodology)	150	90
II	Vocational Science & Calculation (Practical)	50	30		Soft Skill & English Communication (Practical)	50	30
III	Training Methodology (Practical)	100	60		Training Methodology (Practical)	100	60
IV	Trade Practical	200	120		Trade Practical	200	120
TOTAL		500	300			500	300

RESULT: PASS / FAIL

Note: Minimum pass marks for each paper - 60%.

Annexure 4: Format of National Craft Instructor Certificate

ब्र.सं. (रा.शि.अ.प्र.)/आरपीएल/2019
Sl. No. (N.C.I.C.)/RPL/2019



प्रमाण-पत्र सं.
Certificate No.

भारत सरकार
GOVERNMENT OF INDIA
कौशल विकास एवं उद्यमिता मंत्रालय
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
प्रशिक्षण महानिदेशालय
DIRECTORATE GENERAL OF TRAINING

राष्ट्रीय शिल्प अनुदेशक प्रमाण-पत्र
NATIONAL CRAFT INSTRUCTOR CERTIFICATE
(Under RPL/आरपीएल के अंतर्गत)

प्रमाणित किया जाता है कि This is to certify that

श्री/श्रीमती/कुमारी Shri/Smt/Kumari

पुत्र/पत्नी/ पुत्री श्री Son/Wife/Daughter of Shri

माता का नाम श्रीमती Mother's name Smt.

जन्म तिथि Date of birth

व्यवसाय का नाम Name of the Trade

परीक्षा Exam held in

संस्थान का नाम Name of the Institute

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को शिल्प अनुदेशक प्रशिक्षण योजना में आरपीएल के लिए निर्धारित परीक्षा उत्तीर्ण करने पर यह राष्ट्रीय शिल्प अनुदेशक प्रमाण-पत्र प्रदान किया जाता है। is hereby awarded this National Craft Instructor Certificate having passed prescribed exam for RPL under Craft Instructor Training Scheme.

परीक्षा नियंत्रक
प्रशिक्षण महानिदेशालय

Controller of Examination
Directorate General of Training

नई दिल्ली/New Delhi

दिनांक / Date :

* DGT is affiliated to NCVT/NCVET, New Delhi for assessment & certification.
प्रशिक्षण महानिदेशालय मुख्यालय और प्रमाणन के लिए एनसीटीवी/एनसीवीएसी, नई दिल्ली से संबद्ध है।

-----cut from this line and use as pocket NCIC-----BACK-----

ब्र.सं. (रा.शि.अ.प्र.)/आरपीएल/2018 Sl. No. (N.C.I.C.)/RPL/2018	
	प्रमाण-पत्र सं. Cert. No.
भारत सरकार GOVT. OF INDIA कौशल विकास एवं उद्यमिता मंत्रालय MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP प्रशिक्षण महानिदेशालय DIRECTORATE GENERAL OF TRAINING राष्ट्रीय शिल्प अनुदेशक प्रमाण-पत्र NATIONAL CRAFT INSTRUCTOR CERTIFICATE (Under RPL/आरपीएल के अंतर्गत)	
श्री/श्रीमती/कुमारी Shri/Smt/Kumari	
पुत्र/पत्नी/पुत्री श्री Son/Wife/Daughter of Shri.....	
व्यवसाय का नाम Name of the Trade	

जन्म तिथि Date of birth
संस्थान का नाम Name of the Institute
राष्ट्रीय शिल्प अनुदेशक परीक्षा National Craft Instructor Exam माह Month वर्ष Year
परीक्षा नियंत्रक प्रशिक्षण महानिदेशालय Controller of Examination Directorate General of Training
नई दिल्ली New Delhi दिनांक Date

Annexure 5: List of Trades and Institutes