

No. DGT-11012/06/2020-O/o DIR (CFIs)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building, Library Avenue,
Pusa Road, New Delhi,
Dated: 6.10.2020

To,

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

Subject: - Activity schedule for registration of trainees in CBT exam portal for AITT of craft instructor under CITS(Batch-1) – October, 2020 – regarding

Sir,

This is in reference to this office letter of even no. dated 23.09.2020 regarding conduct of AITT of Craft Instructor under CITS (Batch-1) from 09.10.2020 to 18.10.2020.

The activity schedule for CBT exam of theoretical papers (Trade Theory/ Trade Theory – I/II, Trade Skill – I/II, Workshop Calculation & Science, Workshop Calculation, Workshop Science, Vocational Science & Calculation, Soft Skill & English Communication, Soft skills and Training Methodology) scheduled to be held on 17.10.2020 and 18.10.2020 at online exam centers is as given below: -

S.No	Activity	Time Period
1.	Registration of trainees on Computer Based Test (CBT) exam portal (a) Link for Semester system trainees: - cits.cbtextam.in (b) Link for Annual system trainees: - cits.cbtextam.in/AnnualScheme/Home.aspx	06.10.2020 to 11.10.2020
2.	Downloading of Admit cards by institute	14.10.2020 onwards
3.	CBT at predefined exam centre by DGT.	17.10.2020 to 18.10.2020

Following points to be noted: -

- (a) All the eligible ex-failed CITS trainees of Annual and Semester system (Only for trades listed in Batch-1) may appear in the ensuing exam.
- (b) The trainees of Session 2019-20 of Batch-1 who have attended the institute after lockdown till 05.10.2020 will only be eligible for registration in the exam portal. All the institutes will submit a certified list of such trainees by 06.10.2020(F.N.).

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- (a) The trainees of Annual /Semester system of NSTIs /ITOTs who have to appear only in CBT exam, should visit to nearest NSTI to deposit exam fee, if not deposited earlier and register himself/herself on CBT exam portal through NSTI. The trainees would have access to download hall tickets through CBT exam portal as per timeline tabulated above. However, the trainees of **Annual/Semester system** who has to appear in **CBT exam and Engineering Drawing/Practical exam both**, then he/she will have to go to their respective NSTI/ITOT for deposit of exam fee and registration on CBT exam portal.
- (b) Trainees of Annual/Semester system who are supposed to appear **only in CBT exam**, would be given choice to select three preferences of exam city centers. Efforts will be made to accommodate the same. If sufficient no. of trainees are not available at any particular exam city center, in that case no CBT exam will be conducted at that center. DGT may allot the exam city center at its discretion and the final exam center will be communicated on hall ticket.
- (c) It may be noted that under semester system, the trainee is eligible to appear in 1+4 attempts only in each semester. If any ineligible trainee is inadvertently registered or even after registration he/she appears in the exam, his/her result will be forfeited.
- (d) **Hall tickets for Practical/Engineering Drawing/ Vocational Science and Calculation (Practical)/ Soft Skill & English Communication (Practical) for Annual and Semester system trainees have to be issued manually from the institute itself.** Director/Principal of the Institute must ensure the no. of attempts (1+4 attempts) are available with the trainee before issuance of Hall Ticket.
- (e) NSTIs/ITOTs may also ensure conducting coaching classes for the failed trainees in order to improve the result the institute.
- (f) All the trainees should accompany with only portal generated hall ticket for appearing in CBT exam. **The NSTIs/ITOTs/candidates should note that no hall ticket will be printed without photograph.**
- (g) The mock test practice sessions for trainees is available on **nimionlinetesting.in**.
- (h) In view of above, you are requested to register all the eligible instructor trainees including ex-failed trainees of the institute (Annual and Semester System) in the respective CBT exam registration portal to enable them to get the hall tickets for theoretical subject from CBT exam portal and appear in the examination.
- (i) **Keeping in view the spread of COVID-19 pandemic, kindly ensure smooth conduct of examination as per guidelines issued by M/o Home Affairs, M/o Health & Family Welfare and State Government as applicable from time to time.**

Yours faithfully



(N.R.Aravindan)
Director (CFI)