

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 Road, Pusa Complex  
New Delhi-110012  
Dated: 6.10.2020

To

1. The RDSDE/HOD, Punjab, M.P., Telangana, Uttarakhand, U.P., West Bengal, Rajasthan, Karnataka
2. The Principal, Govt/Private IToTs

**Subject: - Deputation of Officers at IToTs to conduct All India Trade Test of craft instructor under CITS, October, 2020 –regarding**

Sir,

Kindly refer to this office letter of even no. dated 23.09.2020 regarding revised program of AITT of Craft Instructor under CITS-October 2020 to be conducted from 09.10.2020 to 18.10.2020. The said examination will be conducted at various DGT field institutes dealing with CITS, Govt. / Private IToTs and on-line examination centers. In this connection, you are requested to depute the officers (Not below the Rank of Training Officer) of your office for overall supervision and smooth conduct of examination as per schedule at the institute mentioned below -


S.No.	Name of the IToT	Name of the Office
1	Saraswati Institute for Training of Trainers, Village Blluana, Mallout Road, Dist. Batinda Punjab - 151001 Email-saraswatiknowledgepark@gmail.com Mob. No. 09646600048, 8556800087	Regional Director RDSDE, Punjab
2	Jain Institute for Training of Trainers, VPO-Usmaankhera, Dist. Fazilka, Punjab-152132 Email-Vikas.jain397@gmail.com Mob.No.09414502661	
3	Khattu Ji Institute for Training of Trainers, Village – Lamochar Kalaan, Jalalabad (W), Dist. – Fazilka, Punjab - 152024 Email –Khattujieducation@gmail.com Mob. No. 09855549636	
4	Shivalik Institute for Training of Trainers, Bir Kaull, Rajpura Patiala Road Dist. Patiala, Punjab - 140701 Email-Ankit.chaudhary068@gmail.com Mob. No.09888391470	
5	Govt. Institute of Training of Trainers, ITI Campus, Govind Pura, Raisen Road, Bhopal-462023, Itot.bhopal@gmail.com 7974129665, 7999574765	Regional Director RDSDE, M.P.

6	SBS Institute for Training of Trainers, Odhan Road, Kalanwali, Dist. Sirsa, Haryana - 125055  <a href="mailto:Email-sbsitot@gmail.com">Email-sbsitot@gmail.com</a> Mob.No.09896649801,9812035513, 9466921083	Regional Director RDSDE, Telangana
7	S.R Institute for Training of Trainers, Hissar Road, village- Ballana, Ambla City, Dist.- Ambla City, Haryana 134003 <a href="mailto:Email-sresambala@gmail.com">Email-sresambala@gmail.com</a> , 09215011222	
8	Sumit Dhariwal Memorial Institute for Training of Training of Trainers, NH- 65,20 KM Stone Rajgarh Road Distt. Hisar, Haryana -125004 <a href="mailto:Email-sdmitc@rediffmail.com">Email-sdmitc@rediffmail.com</a> Mob.No.09416041500 ,8198900609	
9	Govt. Institute of Training of Trainers, Sector-5, Urban Estate, Distt. -Rohtak, Haryana-124001 <a href="mailto:gitotrohtak@gmail.com">gitotrohtak@gmail.com</a> , <a href="mailto:ssehrawat04@gmail.com">ssehrawat04@gmail.com</a> 9468267005, 9996401738	Regional Director RDSDE, Uttarakhand
10	Sh. Geeta Ram Institute for training of trainers, VPO-Matloda, Tehsil-Barwala, Dis-Hissar,Haryana <a href="mailto:E-mail-Sh.ramitc@gmail.com">E-mail-Sh.ramitc@gmail.com</a> , M- 9812132613	
11	Modern Institute for training of trainers, Vil-Bhangola,PO-Dhwala, Mo. No.-09816377216, 9816175866	
12	Syadwad Institute for Training of Trainers, River Park, Delhi Road, Dist. Baghpat, Uttar Pradesh <a href="mailto:Email-admin@syadwad.org">Email-admin@syadwad.org</a> Mob. No.09927987455	Regional Director RDSDE,U.P.
13	State staff Trg. And Research Institute of Training of Trainers, Aliganj, Distt-Lucknow, UP-226024 <a href="mailto:Email-admin@syadwad.org">Email-admin@syadwad.org</a> Mob. No.09927987455, 99176722786	
14	Centurion Institute for Training of Trainers, CIT Campus, Plot no. 136 & 137, Ramachandrapuram Jatni, Distt. - Khurda, Orissa- 752050 <a href="mailto:Email-admissions@cutm.ac.in">Email-admissions@cutm.ac.in</a> 9007890777, 8895540069, 9438603123	Regional Director RDSDE, West Bengal
15	Biju Patnaik Institute of Training of Trainers, Nijigarh Town (Ranipark Area) Po/Via-Talcher, Distt-Angul, Pin-759100 <a href="mailto:principalitottalcher@rediffmail.com">principalitottalcher@rediffmail.com</a> 9437289481, 9437752440	
16	Bagar Institute for Training of Trainers, SMTI campus, Jhunjhunu Road, Bagar Dist.-Jhunjhunu, Rajasthan – 333023 <a href="mailto:Email-itotbagar@gmail.com">Email-itotbagar@gmail.com</a> ,Mob.No.09001893596	Regional Director RDSDE, Rajasthan
17	Govt ITOT Dawangere, Govt ITOT Campus, Hadadi Road, Davanagere Karnataka – 577005 <a href="mailto:itotdvgkar@gmail.com">itotdvgkar@gmail.com</a> , <a href="mailto:itwdvgkar@gmail.com">itwdvgkar@gmail.com</a> 9449204506, 9448924250, 98866014214	Regional Director RDSDE,Karnataka

In this connection, the following guidelines should be followed: -

1. The questions papers of Engineering Drawing and all Practicals will be sent from CFI section DGT (HQ), New Delhi through password protected e-mail to the institutes one day before the examination.
2. The password will be given to the DGT nominated officer only and half an hour before commencement of respective exam. In case of any clarification, CFI section, DGT, (HQ) may be contacted on landline No.-011-25847022 and Mobile No.-09716359216.
3. ITOTs will have to make their own arrangements of blank ruled sheets /answer sheets and drawing sheets and raw material for Engineering drawing and Practical exam as per their requirement along with computer, internet connection and fast printer / photocopier for receiving and multiplying the question papers during the examination.
4. ITOTs will appoint External Examiners/Trade Experts for Engineering Drawing and practical exams from local industries / Engg. Institutes / Polytechnics / B Ed College (for POT/Training Methodology only) and arrange to evaluate Engineering Drawing and Practical exam in the presence of DGT officer. Award list should be prepared in duplicate and countersigned by DGT officer. One copy of award list along with attendance sheet will be handed over to the DGT officer deputed for the purpose.
5. For Semester System trainees, ITOTs will ensure preparation of final result as per prevailing format and submission along with all the supporting documents to the Director(CFI), DGT(HQ), Pusa, New Delhi for declaration.
6. As directed by the competent authority, ITOTs will ensure necessary arrangements for CCTV surveillance at entry, exit and inside the examination rooms at ITOT and their online exam centers and make necessary arrangements for videography of entire examination of Engg. Drg. and Practicals
7. The DGT Officer may also verify the attendance record, sessional test record, work diary and notes etc prepared by the trainees & trainer and countersign all the above records.
8. The DGT Officer will ensure the signatures of invigilator and superintendent of exam on each answer sheets (Trade Practical and Engg Drg). He will also ensure the intact sealing of answer sheets / jobs and affix his signature on result sheet and sealed envelope also.
9. In case of any discrepancy observed during the exam, the same must be brought to the notice of undersigned so that the necessary action could be taken.
10. All the deputed officers are directed to submit a feedback report along with copy of video recording to the undersigned within a week from the last date of exam.
11. 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.
12. All the officers deputed on exam duty will be entitled for TA/DA as per rule

Yours faithfully

  
(N.R. Aravindan)  
Director (CFI)

