

MSDE-19/03(10)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

Subject: Norms for "Career progression for Instructors"

Sir/Madam

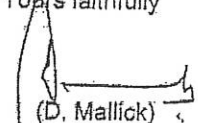
A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held to discuss on the Career Progression of ITI Instructors. The recommendations of working group for Career progression for Instructors" were discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015 at New Delhi.

After detailed discussion, the Sub-committee approved following guidelines for Career progression for Instructors of ITIs :

- i) For promotion to the post of Principal and Group Instructor 25% of post in promotion quota will be reserved for degree holders. Remaining 75% will be filled on seniority basis considering all i.e. Degree (remaining not covered under 25%) /Diploma/CTS holders.
- ii) Pay parity should to be restored and initial grade pay should be fixed to Rs. 4600/-.
- iii) After eight years of service as instructor there should be a change in designation from instructor to senior Instructor with an additional increment.

All the State Governments / UT Administrations are requested to follow above guidelines for Career progression for Instructors of ITIs, with immediate effect.

Yours faithfully



Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
3. Principal CTI Chennai, Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs.

4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association, ITI Chanakya  
No. 6 Camp Road, Selayur, East Tambaram, Chennai - 600073
5. All Directors and TC Section at DGT, HQ

Copy for information :

1. PS to MoS(IC), MSDE
2. PS to Secretary, MSDE
3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(8)/2015-CD  
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Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

Subject: Norms for "Recruitment of the Instructor in ITIs" and "mandating Crafts Instructor Training Scheme (CITS) for all ITI Instructors".

Sir/Madam

A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held to discuss on the Career Progression of ITI Instructors and changes in CTS programme.

The recommendations of working group on recruitment of the instructors and mandating CITS for all instructors of ITIs was discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015, at New Delhi. After detailed discussion, the Sub-committee approved following guidelines for recruitment of the instructors for ITIs by respective State Governments and roadmap for "Mandating CITS for all instructors":

I. Guidelines for recruitment of the instructors for ITIs:

- i. 60% weightage fixed for marks in relevant technical qualifications i.e. Degree/ Diploma or CTS.
- ii. 30% weightage fixed for marks in CITS qualification to ensure that CITS passed candidates are engaged as instructors.
- iii. Maximum 10% weightage for interview
- iv. The threshold condition for experience criteria prevails as given in NCVT norms
- v. The above criteria will also apply for contractual employment.

II. Roadmap for "Mandating CITS for all instructors"

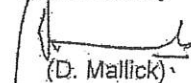
i. For affiliation /re-affiliation for all ITIs:

- By 2018 - Availability of at least 40% instructors with CITS
- By 2020 - Availability of at least 60% instructors with CITS
- By 2022 - Availability of at least 80% instructors with CITS

- ii. No promotion for instructors without CITS in Govt. ITIs
- iii. Separate scheme for part-funding of training expenses for the training of trainers working in Private ITIs.

All the State Governments / UT Administrations are requested to follow above guidelines as given at Sl. No. I and II above, with immediate effect.

Yours faithfully



Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
3. Principal CTI Chennai, Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs.
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5. All Directors at DGT, HQ

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(Anita Srivastava)  
Dy. Director of Training

The full examination for RPL under CITS will comprise of

A. Theory paper consisting of 3 parts This exam will be computer based		
1.	Trade theory /Trade skill	50 marks
2.	Workshop Calculation and science	50 marks
3.	Training methodology	50 marks
	Total	150 marks

B	Engineering Drawing / practical exam of Voc Sc & Cal	50 marks
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C	Training methodology practical examination	100 marks
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D	Trade Practical examination	200 marks
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**Note:** A candidate may have to be physically present in the respective NSTI / Govt ITI for minimum of 3 days for attending the drawing and practical exams.

The Details of AITT for RPL are available in the portal for reference.

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**Annexure -I**

For First batch:

Sl.No	Action Item	Timeline	Remarks
1.	Registration of candidates on the portal	From 11 <sup>th</sup> Feb, 2019 to 28 <sup>th</sup> Feb, 2019	To be registered on the NIMI portal <a href="http://www.nimilearningonline.in">www.nimilearningonline.in</a>
2.	Verification of documents by the respective NSTI	From the date of registration till 05 <sup>th</sup> March, 2019	
3.	On line learning of Training Methodology (TM)/PoT	After document verification/ approval by the NSTI.	This is one month online course must be self-learn with due diligence by the candidates.
4.	Hall ticket issue for practical, engg drawing and theory exams	1st week of April ,2019	Candidates will download from the portal after paying the requisite fees.
5.	Examination	2 <sup>nd</sup> / 3 <sup>rd</sup> week of April , 2019	As per Annexure -II
6.	Declaration of result	Last week of April, 2019	

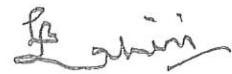
Note: Process of submission of registration /exam fee, if any will be communicated separately.

Later for the successive batches the registration will commence after a period of every three months (e.g., May, Aug, Nov) .

Under RPL Scheme, no instructor training is required in Institute and in-service instructors having more than 3 years of experience as a trainer in Govt./Pvt. ITI may register themselves in NSTI through NIMI portal (Process of registration is operational) and appear in AITT for RPL to obtain National Craft Instructor Certificate (NCIC), which will be at par to the NCIC issued to the trainees who appear in AITT after completion of one year instructor training in Institutes.

In this regard, the timelines furnished as Annexure - I will be followed for the **first batch**.

Yours faithfully



(S. D. Lahiri)

Deputy Director General (T&E)

Copy to :

PPS (DG/AS), DDG(C&P), DDG(T&E), All Director's and Sections of DGT(HQ), MSDE.

## Task Descriptors

Scheme:	Craftsman Training Scheme/C	Key:	D
Subject:	Trade Theory/T	Marks:	3
Module:	RAC-Principles/D	Time in minutes:	3
Topic:	Copper Tubing Process/B	Illustrations:	-
Key words:	RAC - Welding gas - Name	Variant group:	
Title of Test Item:	Welding - Gas	Variant number:	
Test Item Type:	Multiple Choice item	Remarks:	
Level of Complexity:	Recall knowledge (Level 1)		

## Task

### 1. Welding - Gas

Which gas is used along with oxygen in gas welding?

- A Ammonia
- B Hydrogen
- C Nitrogen
- D Acetylene

*Choose a correct answer.*

## Key

### 1. Welding - Gas

D

## Answer

### 1. Welding - Gas

A

B

C

D



**Annexure -I**

For First batch:

Sl.No	Action Item	Timeline	Remarks
1.	Registration of candidates on the portal	From 11 <sup>th</sup> Feb, 2019 to 28 <sup>th</sup> Feb, 2019	To be registered on the NIMI portal <a href="http://www.nimilearningonline.in">www.nimilearningonline.in</a>
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