

DGT-11011/24/2022-O/o Dir (CFI) (E-50002)

भारत सरकार/Govt of India

कौशल विकास एवं उद्यमशीलता मंत्रालय/Ministry of Skill Development & Entrepreneurship  
प्रशिक्षण महानिदेशालय/Directorate General of TrainingRoom No. 413, 4<sup>th</sup> Floor, Kaushal Bhawan,  
New Moti Bagh, New Delhi-110023,

Dated: 04.07. 2025

To

The Regional Directors, RDSDEs,  
The Principals, NSTIs/ NSTIs(W)  
The Principals of Govt./Pvt. ITOTs**Subject: - Program of All India Trade Test of Craft Instructor under CITS (Annual Scheme)-August 2025 (Mains Examination for trainees admitted in Session 2024-25 and Supplementary examination for trainees of Session 2023-24-reg.**

It has been decided to conduct the All India Trade Test of Craft Instructor under CITS (Annual System) -August 2025 as per the program given below: -

DATE	TIME	Engg. /Non-Engg. Trades
19.08.2025 & 20.08.2025	09.30 AM To 06.00 PM	Trade Practical
21.08.2025 & 22.08.2025	09.30 AM to 06.00 PM	Training Methodology (Practical)
24.08.2025	Computer Based Test (CBT) for Theoretical Subjects (Trade Theory and Training Methodology Theory). Time and venue of Examination Centres etc. will be printed on the Hall Ticket.	

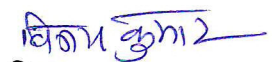
(Lunch break from 01.00 PM to 01.30 PM for Practical Exam only)  
30 minutes time to be given to each trainee for Teaching Demonstration.**Note: -** The practical test may be conducted up to 6.00 PM on each day depending upon the duration of the question paper. The question papers (Password protected) of Trade Practical will be provided through e-mail by NIMI Chennai half an hour before the commencement of the exam on respective dates as per prevailing practice.

Detailed guidelines and instructions have been given in Annexure-I

  
 (हेमंत डी. गांजरे)  
 निदेशक (सी एफ आई)

Copy to :-

- Sr PPS to DG/SS
- DDG (Southern Region), DDG (Eastern Region) & DDG, DGT (H.Q.)
- Executive Director, NIMI for kind information & and necessary action
- Director, (TT & IT) Cell, DGT for kind information
- Deputy Director, IT- with request to post on NCVTMIS & DGT websites
- M/s. NSEIT Limited for kind information and necessary action
- SIDH Team for kind information and necessary action

  
 (विजय कुमार)  
 सहायक निदेशक (सी एफ आई)

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भारत सरकार/Govt of India

कौशल विकास एवं उद्यमशीलता मंत्रालय/Ministry of Skill Development &amp; Entrepreneurship

प्रशिक्षण महानिदेशालय/Directorate General of Training

Room No. 413, 4<sup>th</sup> Floor, Kaushal Bhawan,  
New Moti Bagh, New Delhi-110023,

Dated: 02.07.2025

04.07.2025

To

The Regional Directors, RDSDEs  
The Principals of NSTIs/NSTI(W)s  
The Principals of Govt./Pvt. IToTs

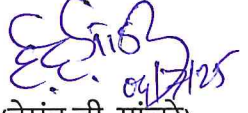
**Subject: Activity Schedule of All India Trade Test of Craft Instructor under CITS (Annual Scheme)-August 2025- Mains Examination for trainees admitted in Session 2024-25 and Supplementary examination for trainees of Session 2023-24-reg.**

Sir/Madam,

Tentative Activity Schedule of All India Trade Test of Craft Instructor under CITS (Annual System)-August 2025- Mains Examination for trainees admitted in Session 2024-25 and Supplementary examination for trainees of Session 2023-24 is as follows:


S No	Activities	Start Date	End Date	Action by
<b>Trainee Eligibility and Exam Fees Activity Schedule</b>				
1	Uploading of Attendance of trainees by creator on Skill India Digital Hub (SIDH) portal(dgt.skillindiadigital.gov.in/)	15.07.2025	21.07.2025	NSTI/ITOT
2	Verification of Attendance of trainees by Approver on SIDH portal	15.07.2025	22.07.2025	NSTI/ITOT
3	Uploading of Formative Assessment Marks of trainees by Creator on SIDH portal	15.07.2025	21.07.2025	NSTI/ITOT
4	Verification of Formative Assessment Marks of trainees by Approver on SIDH portal	15.07.2025	22.07.2025	NSTI/ITOT
5	Final verification of Attendance and Formative Assessment Marks of trainees of all NSTIs and IToTs	15.07.2025	25.07.2025	RDSDE approver
6	Submission of examination fee on SIDH Portal	23.07.2025	28.07.2025	Trainees
<b>Practical Examination Activity Schedule</b>				
7	Practical Exam Centre Mapping	30.07.2025	05.08.2025	RDSDE with State Directorate
8	Practical Exam Hall Ticket Generation	06.08.2025	08.08.2025	SIDH Portal
9	Practical Examiner registration on SIDH Portal	15.07.2025	22.08.2025	Examiner
10	Practical Examiner Mapping	07.08.2025	22.08.2025	RDSDE
11	Practical Hall Ticket Download	11.08.2025	22.08.2025	Trainee

12	<b>Practical Examinations</b>	<b>19.08.2025</b>	<b>22.08.2025</b>	NSTI/Govt ITOT/Govt ITI
13	Uploading of Practical Exam Marks on SIDH Portal	19.08.2025	26.08.2025	Examiner
14	Final verification of Practical Exam Marks as uploaded by examiner (with Result/Evaluation sheet uploaded by examiner on SIDH Portal)	19.08.2025	27.08.2025	RDSDE approver
<b>Computer Based Test(CBT) Activity Schedule</b>				
15	CBT Center Mapping	01.08.2025	08.08.2025	M/s NSEIT Ltd
16	CBT Hall ticket Download	14.08.2025	24.08.2025	SIDH Portal
17	<b>Computer Based Test(CBT)</b>	<b>24.08.2025</b>		M/s NSEIT Ltd
18	<b>Result publication</b>	<b>01.09.2025</b>		SIDH Portal

  
 (हेमंत डी. गाजरे)  
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- SIDH Team for kind information and necessary action

  
 (विजय कुमार)  
 सहायक निदेशक (सी एफ आई)



No. DGT-11011/24/2022-O/o Dir (CFI) (E50002)

**GENERAL GUIDELINES AND INSTRUCTIONS****A. Eligible Trainees**

- Eligible trainees include: - Regular trainees of CITS (Annual System) of academic session 2024-25 who fulfill minimum criteria of Formative Assessment & Attendance and Supplementary trainees of session 2023-24.
- \*The cut-off date for marking biometric attendance for trainees is up to 18<sup>th</sup> July 2025.**
- Trainees are requested to check the notification on the SIDH Portal for generation of Hall Tickets.
- All eligible trainees will be registered on SIDH portal. Trainees without Portal-generated Hall Ticket will not be allowed to appear in the examination.

S. No.	Parameter	Eligibility criteria for appearing in examination
1.	Attendance	$\geq 80\%^*$
2.	Formative Assessment marks	$\geq 60\%$
3.	CBT and Practical examination registration fee	Yes

\*As per Letter No. z-20025/6/2022 O/o DIR(CFIs) E-66501 Dated 19.06.2025

**B. Examination Fee**

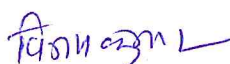
I. As per letter no. MSDE – 18011/06/CTS Tender/2022-TTC (e-file- 33531) dated: 03<sup>rd</sup> September 2021 examination fees are given below:

S NO	Trade Type	Grouping of Trade	CBT (No. of Paper)	Fee Amount (Rs.)	Remarks
1	Engineering/ Non-Engg	Draughtsman Group/ Non - Draughtsman Group/Non-Engg	02	376/-	(Rs. 163/- per Paper) + Rs. 50/- NIMI charges for all category trainees
2	Engineering/ Non-Engg	Draughtsman Group/ Non - Draughtsman Group/Non-Engg Trades	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees

II. NIMI charge of Rs. 50/- towards registration on Exam portal will be collected from trainees appearing in only for Trade Practical/TM Practical or both in case of supplementary trainees.

**Example:-**

Sl. No.	No. of papers		Total fee to be submitted
	CBT	Practical	
1	02	01 or 02 or None	Rs. 376/-
2	01	01 or 02 or None	Rs. 213/-
3	00	01	Rs. 50/-
4	00	02	Rs. 50/-




### **C. Venue of Exam / Exam Centres**

1. Exam Centre for CBT shall be held at the nearest location of NSTIs(G) / NSTIs (W)/ (Govt. & Pvt.) IToTs or designated exam centres of the Examining Agency.
2. All Trade Practical & Training Methodology Practical will be conducted at NSTIs/State Govt. IToTs/Govt. ITIs for all trainees.
3. The mapping of exam centre shall be taken by the concerned RDSDEs in consultation with State Directorate on SIDH Portal as per Activity Schedule. No request for change in the exam centre shall be entertained in any case.

### **D. Role of Regional Director, RDSDE: -**

- i. Responsible for the smooth conduction of the examination.
- ii. Appointment and availability of Examiners/Evaluators for Trade Practical and Training Methodology Practical examination on SIDH Portal as per activity schedule.
- iii. All RDSDEs to ensure through the deployed officers that all exams (CBT, Trade Practical and Training Methodology Practical) are Video graphed.
- iv. Ensure arrangement of CCTV surveillance at entry, exit and examination rooms and recording of CCTV footage will be ensured. The recording will be kept with the examination in charge so as to produce the same as and when required for future reference.
- v. Receiving of password for question paper of Trade Practical from NIMI, Chennai and forwarding to NSTI/IToT /Govt ITI/Examination centre
- vi. Ensure timely evaluation of Trade Practical & Training Methodology (Practical) examination and uploading of practical examination marks on SIDH Portal through examiner/evaluator by concerned examination centre/institute
- vii. Final verification of uploaded marks with the hard copy of Evaluation/Result sheet submitted by examiner/evaluator.

### **E. Role of NIMI / NSEIT Limited: -**

- i. Registration of trainees and submission of examination fee on SIDH Portal through gateway([www.nimionlineadmission.in/](http://www.nimionlineadmission.in/))
- ii. Redressal of grievances raised by trainees i.r.o. registration/fee submission for CBT.
- iii. Planning of Computer Based Test(CBT) for the trainees registered on SIDH portal for appearing in AITT of Craft Instructor under CITS Annual System – August 2025
- iv. Centre Mapping for CBT by M/s NSEIT Limited for all eligible trainees appearing for examination
- v. Generation of Admit Cards / Hall Tickets by M/s NSEIT
- vi. Smooth conduct of examination.

*10/11/2022*

*[Signature]*

## **F.Role of SIDH team:-**

### **1. Examination Schedule & Registration:**

- Enable Trainee Onboarding and Verification on SIDH portal.
- Enable SIDH portal for publishing of Exam Schedule by the Directorate General of Training (DGT) Department.

### **2. Attendance and Formative Assessment (FA) Management:**

- Provide an interface for Institutes to record Trainee Attendance and input Formative Assessment marks.

### **3. Fee Collection:**

- Facilitate receipt of CBT Exam Fees online from eligible Trainees.

### **4. Data Collation & Admit Card Generation:**

- Collate Fee Payment Data and Centre Mapping Data through APIS in coordination with NIMI and NSE-IT.
- Generate Admit Cards/Hall Tickets via SIDH Portal

### **5. Examination Conduct:**

- Provide interface to conduct exams on the SIDH portal according to the Examination schedule.

### **6. Practical Marks Entry & Approval:**

- Facilitate entry and approval of Trainee Practical Examination marks & Training Methodology (Practical) examination marks.

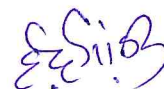
### **7. Results Publish:**

- Publish Trainee results.
- Enable trainees as well as relevant Stakeholders to download Marksheets and Certificates from the Portal.

## **Application Support & Issue Management:**

### **1. Support Management:**

- The Application Management and Support (AMS) team will handle the Operational queries and issues for Trainees and other Stakeholders.





**G. Examination Pattern, Question Paper and Duration of Examination: -****CBT Examination Pattern:-**

a. Applicable for the eligible trainees of the academic session 2023-24 onwards.

There will be two CBT (i) Trade Theory (Professional Knowledge) and (ii) Training Methodology (Professional Knowledge) of two hours duration each. The detail of CBT exams for all 03 groups under CITS is given below: -

Sr. No.	Trade Type	Name of Grouping of Trade	Subject		No. of CBT Questions		Total Marks) (2 marks for each question)	
					Subject-wise no. of Question	Cumulative	Subject-wise marks	Cumulative
1	Engg.	Non-Draughtsman	Trade Theory under Trade Technology	Trade Theory	38	50	76	100
				Engineering Drawing	06		12	
				Workshop Calculation and Science	06		12	
			TM Theory under Training Methodology	Training Methodology Theory	50	50	100	100
2	Engg.	Draughtsman	Trade Theory under Trade Technology	Trade Theory	38	50	76	100
				Workshop Calculation	06		12	
				Workshop Science	06		12	
			TM Theory under Training Methodology	Training Methodology Theory	50	50	100	100
3	Non-Engg.	All trades of Non-Engineering	Trade Theory under Trade Technology	Trade Theory	38	50	76	100
				Soft Skills Theory	12		24	
			TM Theory under Training Methodology	Training Methodology Theory	50	50	100	100

The passing marks percentage for Theoretical papers will be 40% and for Practical papers and Formative Assessments will be 60%.

*Dr. Anand*

*E. S. Singh*

- i. Question papers and Bill of Material for Trade Practicals will be provided by NIMI, Chennai to the Regional Directorate concerned.
- ii. Bill of Material will be provided by NIMI Chennai to all RDSDE at least 15 days before the commencement of the Trade Practical exam to enable them to procure raw material well before the exam. The exam centre should ensure the timely purchase of raw materials as per the Bill of Material provided for Practical examinations well before the schedule of the exam. The exam centre shall ensure the readiness of examination room/ hall workshops and equipments well before the scheduled examination date.
- i. NSTIs / IToTs (Govt. & Private) will bear the expenses associated with AITT such as procurement of raw materials/stationery for examination, remuneration of invigilators/staff engaged in examination, evaluation charges to external examiners, Videography etc.
- ii. Question papers for Trade Practicals will be provided by NIMI, Chennai to the Regional Directorate concerned. Regional Directorate concerned will provide the same to all exam Centres through Password protected email and the Password will be shared 30 minutes before the scheduled time of the exam via e-mail.
- ii. Facility for multiplication of Trade Practical question papers must be available in-house in the exam centre. Photocopy of question paper from outside of the exam centre or movement of question paper outside the exam centre premises before completion of the exam is strictly prohibited.
- iii. The concerned Trade Testing Center must ensure that unit, trade and exam-wise attendance sheets of trainees appearing for examination are prepared before the day of the examination. The same must include the Roll Number as per the SIDH portal and should be provided to the Examiner for a concerned unit.
- iv. Concerned Trade Testing Centre shall be held responsible for any malpractice, or leakage of the question paper.

#### **H. Instructions for Trainees Appearing in the Examination: -**

- i. All trainees must **USE ONLY SIDH ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD/HALL TICKET** during the examinations.
- ii. Trainees must cross-check their personal details and details of exams printed on the admit card /hall ticket at the time of downloading. If any discrepancy is observed, kindly intimate so that corrective action can be taken in time.
- iii. All trainees must report at the exam centre at least one hour before the time of commencement of the exam.
- iv. The trainee/examinee must use half an hour of extra time given before the exam to fill all the details correctly on the Answer Sheet of Practical exams as printed on the admit card/hall ticket. The examinee is solely responsible for the particulars filled by him and no grievance/classification shall be entertained in this regard.
- v. For any other clarification, the trainees may contact the concerned NSTI's/RDSDEs/NIMI helpline number from time to time. **They may also visit the DGT**

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website (dgt.gov.in) and SIDH Portal from time to time for any additions and alterations to the above information.

### **I. Appointment of Examiner and Standard Operating Procedure:-**

- i. Appointment of Examiner-Regional Director, RDSDE shall prepare a panel of Examiner / Evaluator on SIDH Portal
- ii. Examiner/Evaluator Qualification - The examiner/evaluator called for evaluation should have the minimum technical qualification of a Diploma in the respective engineering/non-engineering discipline with at least 02 year experience in teaching/training in relevant field. In case sufficient diploma holders are not available then an instructor having qualification of NTC/NAC with a minimum 03 years of teaching experience may also be appointed as examiner. Retired ITI instructors with requisite qualification and experience may also be considered.
- iii. Deputation of Examiner for No. of units in concerned trade will be decided by Regional Director keeping in view availability of examiners. In ideal conditions, one examiner shall evaluate 02 units in the practical examination of the concerned trade in one session/exam i.e. at least one external examiner must be appointed for every 2 units of trainees appearing for the examination. However, final decision lies with Regional Director.
- iv. External Examiner / Evaluator will evaluate the Trade Practical/TM Practical, prepare the evaluation sheet and upload practical marks on SIDH Portal within stipulated time as per activity schedule. Original evaluation sheet will be submitted to T.T. Cell.
- v. The Trade Practical should be evaluated at the respective Trade Testing Centre (TTC) by the examiner/evaluator and the evaluated Practical jobs/Lesson Plan/Demonstration plan etc. should be preserved for six months.
- vi. Invigilators on duty should ensure that the trainee fills in all the details correctly like Roll Number (as per Admit Card/ Hall Ticket), Year, Paper etc. in the prescribed place. The wrong entry of data may affect the result of that paper.
- vii. The examiner should report at the exam centre at least one hour prior to the commencement of the examination and report to the Controller/Superintendent of Exam at respective exam centre..
- viii. The examiner should get an attendance sheet of trainees having a photograph of the trainee from the exam centre in charge.

### **J. Appointment of Observer and Standard Operating Procedure: -**

- i. The Regional Director shall appoint a Centre observer for all exam centres on each day of the examination. The observer will submit a report to the CFI Section within 01 week from the last date of the trade test through RD with a copy to the Controller of Examination.
- ii. The appointment letter/deputation letter has to be issued to the observer by concerned RDSDE specifying the schedule of examination and list of exams centres.

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- iii. The observer should keep a copy of the letter issued and a photo ID proof while reporting at the exam centre.
- iv. The observer should report to the exam centre in charge at the exam centre at least one hour prior to the commencement of the examination.
- v. The observer should be available for full-time of examination if deputed for a single exam centre.
- vi. The observer should submit a detailed report of the day-to-day activity of the examination along with a video recording of the examination to the deputing authority / Controller of the examination.
- vii. In case some major deviations from the prescribed norms in conducting the examinations are brought to the notice of authorities' stringent action will be taken by DGT leading to debarment of the examinee or cancellation of concerned trade test.

**K. Appointment of Flying Squad and Standard Operating Procedure: -**

- i. The Regional Director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for a surprise check and submit the report to the Regional Director with a copy endorsed to DGT, highlighting the various observations made during the visit. The report should be submitted within 02 days from the last date of the trade test.
- ii. The flying squad should keep a copy of the letter issued and a photo ID proof while visiting the exam centre.
- iii. The flying squad should visit the trade testing centre for a surprise check and submit the report to the Regional Director, RDSDE with a copy endorsed to DGT, highlighting the various observations made during the visit.

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भारत सरकार / Government of India  
कौशल विकास और उद्यमशीलता मंत्रालय/  
Ministry of Skill Development and Entrepreneurship  
प्रशिक्षण महानिदेशालय / Directorate General of Training

कौशल भवन, न्यू मोती बाग  
नई दिल्ली, 19 जून 2025

To,

The Principals/HoOs of NSTIs/ Govt. IToTs/ Pvt. IToTs

**Subject: Guidelines regarding the attendance of CITS trainees of session 2024-25 for the eligibility in upcoming AITT.**

References: z-20025/6/2022 O/o DIR(CFIs) dated 13<sup>th</sup> June 2024.

In continuation of even number letter dated 5th September 2024 and the letter on Implementation and Assessment of Revised CITS Curriculum (1200 Annual Learning Hours) dated 20th November 2023, the following guidelines are issued regarding the eligibility of CITS trainees for the All India Trade Test (AITT) scheduled to be held in July–August 2025. The revised CITS curriculum consists of following three main course components.

I. **Course Components and Attendance Requirements:**

- a. **Trade Technology and Training Methodology (1200 Hours):** Minimum 120 days (80% of total) of biometric attendance.
- b. **On-the-Job Training (OJT) / Group Project (150 Hours):** Minimum 15 days (80% of total) of biometric or physical attendance.

*For OJT where biometric attendance was not feasible; physical attendance must be supported by relevant documents such as MoUs with industry. For Group Projects, biometric attendance is mandatory, assuming the project is conducted within the institute.*

- c. **Optional Courses (240 Hours):** Completion of optional courses is not mandatory for eligibility in AITT.

II. **Mandatory Compliance:** Fulfilment of both (a) and (b) above is mandatory for eligibility to appear in the AITT (CITS). (Note: Excess attendance in one component cannot be adjusted against a shortfall in another)

- III. **Applicability:** These criteria are applicable to all regular trainees of session 2024-25, including those who were admitted late, assuming that extra classes were conducted to compensate for their delay in joining the course.

IV. **Attendance Validation in Special Cases:**

a. **OJT Attendance:**

Physical attendance during OJT can be considered, subject to submission of valid documentation (e.g., MoUs with industry). The Principal/Head of Office (HoO) must validate and approve such records.

b. **Biometric Failure Days:**

In situations where, biometric attendance could not be recorded due to issues such as machine malfunction or lack of internet connectivity. Offline attendance upto

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maximum of 10 working days may be considered with due verification/ recommendation of RDSDE.

c. **Individual Attendance Exceptions:**

- In exceptional cases (e.g., skin problems, Aadhaar update delays), where biometric attendance could not be marked despite physical presence, the Principal/HoO may verify and validate physical attendance. This may be considered subject to verification/ recommendation of RDSDE.
- In cases where trainees were unable to mark attendance due to significant transport disruption, physical attendance may be considered based on supporting documents (e.g., local authority advisories, transport closure notices) and must be validated by the Principal/HoO with the recommendation of RDSDE.

V. **Supplementary Exam Eligibility:**

Only those regular CITS trainees of session 2023–24 who:


- meet the attendance and formative assessment criteria, and
- have either failed in one or more subjects or missed the examination shall be eligible.

VI. **Cut off date for marking bio-metric attendance:**

The cut off date for marking bio-metric attendance for trainees for the academic session 2024-25 is upto 18.07.2025.

VII. **Role of RDSDEs:**

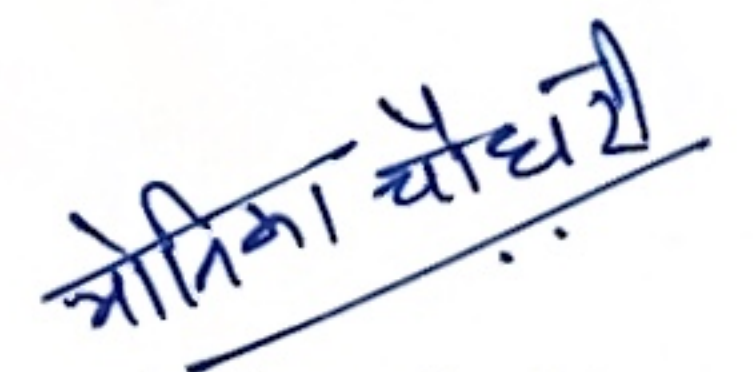
All NSTIs and Government/Private IToTs are required to send the final eligibility status (attendance) of their trainees to their respective RDSDEs on the SIDH portal for verification and onward submission.

  
(हेमंत डी. गांजरे)

निदेशक, सीएफआई / परियोजना

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- Director, (TT & IT) Cell, DGT for kind information
- Regional Directors, All RDSDEs

  
(मोनिका चौधरी)  
प्रशिक्षण अधिकारी