

E- Mail

DGT-11011/26/2022-O/o Dir (CFI) (E-50800)

भारत सरकार/Govt of India

कौशल विकास एवं उद्यमशीलता मंत्रालय/Ministry of Skill Development & Entrepreneurship  
प्रशिक्षण महानिदेशालय/Directorate General of Training

Room No. 413, Fourth Floor, DGT, Kaushal Bhawan,  
New Moti Bagh, New Delhi-110023,  
Dated:06.02.2026

To,

- (i) The State Directors / Commissioners dealing with Craftsmen Training Scheme (CTS)
- (ii) The Regional Directors, all RDSDEs

**Subject: -Activity schedule for All India Trade Test of Craft Instructor under CITS (RPL)-March 2026  
(Supplementary examination)- reg.**

Sir/Madam,

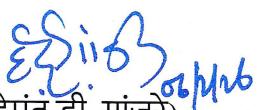
The Activity schedule of AITT of Craft Instructors under CITS (RPL) (supplementary examination) to be conducted in the month of March 2026 is as mentioned below: -

Activities	Tentative dates
Submission of examination fee on <a href="https://www.nimionlineadmission.in/">https://www.nimionlineadmission.in/</a>	09.02.2026 to 14.02.2026
Exam centre Mapping for Practical examination by RDSDEs with support of State Directorates and CBT(online examination) by M/s DEXIT Global Limited	17.02.2026 to 20.02.2026
Generation of Hall Tickets	23.02.2026 to 25.02.2026
Downloading of Hall Tickets by Candidates through NIMI Portal	26.02.2026 onwards
Computer Based Test (CBT) (Online exam)	01.03.2026
Training Methodology (Practical)	09.03.2026
Trade Practical	10.03.2026 to 11.03.2026
Uploading/Compiling of CBT(Online exam) marks, Practical marks by the M/s. DEXIT Global Limited and NIMI	Up to 11.03.2026
Declaration of Final result on SIDH Portal	17.03.2026

You are requested to communicate this to all concerned /agencies to follow the schedule.

This issues with the approval of the competent authority.

Yours Sincerely,

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

Copy to: -

- PSO to DG/AS, DGT
- 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 DGT websites
- M/s. DEXIT Global Limited for kind information and necessary action.
- Principal/HOO of all NSTIs

  
(विजय कुमार )  
सहायक निदेशक (सी एफ आई )

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प्रशिक्षण महानिदेशालय/Directorate General of Training

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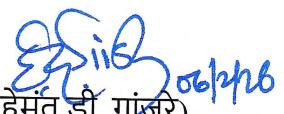
**Subject: - Programme of AITT of Craft Instructors under CITS (RPL) -March 2026 supplementary Exam -regarding.**

It has been decided to conduct All India Trade Test of Craft Instructor under CITS (RPL)-March 2026 supplementary exam as per the programme given below: -

DATE	TIME	SUBJECT	REMARKS
01.03.2026 (Sunday)	Computer Based Test (CBT) Online examination for Theoretical Subjects (Trade Theory and Training Methodology). The time and venue of Examination Centres etc. will be printed on Hall Ticket		
09.03.2026 (Monday)	09.30 AM to 06.00 PM	Training Methodology (Practical)	
10.03.2026 (Tuesday) & 11.03.2026 (Wednesday)	09.30 AM to 06.00 PM	Trade Practical	For all trades

**(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 Practicals will be provided through e-mail by NIMI Chennai half an hour before the commencement of exams on respective dates as per prevailing practice.

  
(हेमत डॉ. गांजर)  
निदेशक (सी एफ आई)

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(विजय कुमार)  
सहायक निदेशक (सी एफ आई)

**ANNEXURE-I**

**GENERAL INSTRUCTIONS AND GUIDELINES**

**GENERAL INSTRUCTIONS**

- i. All stakeholders are requested to check NEWS & UPDATES daily on NIMI Chennai portal for the latest information regarding the AITT examination.
- ii. The question papers of Trade Practical for all trades will be provided by NIMI, Chennai.
- iii. No examinee shall adopt any kind of unfair means during the conduct of examinations. If any examinee is found doing so stringent disciplinary actions as deemed fit along with debarment from any examinations conducted in future by DGT, MSDE shall be initiated.

**EXAMINATION GUIDELINES**

**A. Eligible Candidates**

- i. Eligible candidates include: - 437 supplementary candidates of session 2024-25.
- ii. Candidates without Portal-generated Hall Ticket will not be allowed to appear in AITT.
- iii. Candidates are requested to check the notification on NIMI Portal for the generation of Hall Tickets, in case of any issue, the same must contact the following persons from NIMI as given below: -  
Ms. Kirthika — 9498087085

**B. Examination Fee**

As per letter no. DGT-11011/5/2022-O/o DIR(CFIs) dated: 26<sup>th</sup> April 2022, the examination fee will be **Rs. 400/- per paper per examination** under CITS(RPL).

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

- i. Venue of Exam Centre for CBT will be printed on hall ticket.
- ii. For offline examination (Trade Practicals and Training Methodology (Practical)), exam Centre will be at the NSTI (G)/ NSTI (W) /Govt. ITI.
- iii. The decision for assigning the exam centre shall be taken by the CFI Section, DGT / Controller of Examination. 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 conducting of the examination.
- ii. The bill of material for the practical exam will also be provided by NIMI, Chennai and raw material/consumable has to be procured by concerned NSTI/ Govt. ITI for candidates appearing at their respective institute. In this regard, expenses on raw materials and examiners may be borne by the concerned RDSDE and should be reimbursed through the respective head of budget as per the prevailing rate of DGT.
- iii. Allocation and availability of duties of Exam Supervisor, Invigilators and other supporting staff.
- iv. Appointment and availability of Examiners/Evaluators for Trade Practical and Training Methodology Practical examination.
- v. All RDSDEs should ensure videography of all exams (CBT, Trade Practical and Training Methodology Practical) and attendance is being recorded. Video recording should cover the entire duration of the CITS (RPL) examination covering each candidate appearing in the exam.

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- vi. 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.
- vii. All RDSDEs are requested to provide the list of external examiners for offline exams (Tarde Practical & Training Methodology Practical) for the CITS examination to the CFI Section, DGT(H.Q.), New Delhi.
- viii. Receiving of password for question paper of Trade Practical from NIMI, Chennai.
- ix. Multiplication of question papers as per requirement.
- x. Evaluation of Trade Practical and Training Methodology Practical examinations.
- xi. Preparation of result sheet of Trade Practical and Training Methodology Practical and submission to NIMI Chennai for compilation.

*All Regional Directors and Deputy Controllers of Examination must ensure that the correct marks obtained by candidates in Trade Practical and Training Methodology Practical are uploaded to the NIMI Portal. To avoid any discrepancies, entered marks must be verified at least twice before uploading. No requests for correction of results will be entertained after the declaration of the final result.*

#### E. Role of NIMI / M/s DEXIT Global Limited: -

- i. Planning for CBT as per detail of candidates who submitted prescribed examination fee on NIMI Portal with concurrence of CFI Section, DGT(HQ).
- ii. Onboarding of eligible candidates and readiness of the NIMI Portal for submission of examination fee. The link will be [www.nimionlineadmission.in](http://www.nimionlineadmission.in)
- iii. Centre Mapping for Trade Practical and Training Methodology Practical by RDSDEs with support of State Directorates and CBT (online examinations) by M/s DEXIT Global Limited(if needed).
- iv. Generation and Issuance of Admit Card / Hall Tickets through the NIMI Portal/email of the candidates.
- v. Entertain grievances received by candidates related to registration, CBT exam, practical exam etc.
- vi. Smooth conduction of CBT.
- vii. Compilation of Final Result and Submission to CFI Section, DGT (HQ) in given Templates for onward submission to SIDH Team for declaration of final result and issuance of e-marksheet / e-certificate to the candidates through SIDH Portal.

#### F. Examination Pattern, Question Paper and Duration of Examination

- i. The passing marks percentage of theoretical papers will be 40% and Practical papers will be 60% of the examination under CITS (RPL).
- ii. Question papers for Trade Practical will be provided by NIMI, Chennai to Regional Directorate concerned. Trade Name, Trade Code, Subject( as applicable), Maximum Marks and Exam Duration shall be mentioned on the top of the question paper. Regional Directorate concerned will provide the same to all exam Centres through Password protected email and the Password will be shared 30 minutes prior to the scheduled time of the exam via e-mail.
- iii. There will be no negative marking for wrong answers.
- iv. Bill of Material will be provided by NIMI Chennai to all RDSDEs at least 15 days before the commencement of the Practical exam to enable them to procure raw material well before the exam.

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## **G. Instructions for Trade Testing Centers**

- i. 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.
- ii. The bill of material (BoM) for the practical exam will also be provided by NIMI, Chennai and raw material/consumable will be procured by concerned NSTI/ Govt. ITI for candidates appearing at their institute.
- iii. Facility for multiplication (creating copies) of ED and Practical exam 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.
- iv. The concerned Trade Testing Center must confirm the appointment of Examiners for all trades at least 3 days before the scheduled examination as per the guidelines.
- v. The concerned Trade Testing Center must ensure that trade and exam-wise attendance sheet of trainees appearing for examination is prepared before the day of the examination. The same must include Roll Number as per the NIMI portal and should be provided to Examiner.
- vi. Concerned Trade Testing Centre shall be responsible to prevent any malpractice, leakage of the question paper.

## **H. Instructions for candidates appearing in the examination**

- i. All trainees must **USE ONLY NIMI ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD** during the examinations.
- ii. Candidates must cross-check their personal details and details of exams for appearing in as provided on the admit card (hall ticket) at the time of generating the admit card/hall ticket.
- iii. All candidates must report at the exam centre at least one hour before the time of commencement of the exam.
- iv. The candidates must utilize half an hour of extra time given before the exam to fill all the details correctly on the Answer Sheet of Trade Practical exams as printed on the admit card/hall ticket. The candidate is solely responsible for the particulars filled by him/her and no grievance/clarification shall be entertained in this regard.
- v. For any other clarification, the candidates may contact the concerned NSTI's/RDSDEs or NIMI helpline number from time to time. **They may also visit the DGT website (dgt.gov.in) and NIMI Portal** from time to time for any addition and alteration in 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.
- ii. **Evaluator Qualification** - The evaluator called for evaluation should have the minimum technical qualification of a diploma in the respective engineering/non-engineering discipline. In case sufficient diploma holders are not available then an instructor having qualification of NTC with minimum 03 years of teaching experience may also be appointed as examiner.
- iii. One examiner shall not evaluate more than 2 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.
- iv. External Examiner / Evaluator will evaluate the practical job and the operations performed by the trainee during the execution of the job and submit the result on the same day to TT Cell of examination centre. Practical jobs should be preserved for minimum six months.

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- v. Invigilators on duty should ensure that the candidate 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.
- vi. The examiner should report at the exam centre at least one hour before the commencement of the examination and report to the Examination 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.
- ii. The appointment letter/deputation letter has to be issued to the observer by RDSDE specifying the schedule of examination and list of exams centre.
- 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 Examination Centre In charge at the exam centre at least one hour before 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 to the Regional Director

#### **K. Appointment of Flying Squad and Standard Operating Procedure**

- i. Regional Director will constitute a flying squad consisting of senior officers who will 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 observation made during the visit. The report should be submitted within 02 days from the last day of the trade test.
- ii. The flying squad should keep a copy of the letter issued and a photo Id proof while visiting at the exam centre.

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