

MSDE-19/02/2018-CD  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, NSTIs & RDSDEs**

**Subject: Relaxation of Affiliation Norms for establishing ITI's in Unserved Blocks.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal for Relaxation of Affiliation Norms for establishing ITI's in Unserved Blocks as an agenda no. 01 was discussed.

The matter was discussed at length regarding relaxation of norms with quality of training and following is approved for implementation:

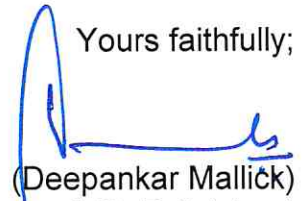
1. An unserved block is one, which is listed on latest Local Government Directory (LGD) & does not have a single functional Govt. or Pvt. ITI.
2. If an ITI has been given 'in principal' approval for affiliation (Stage -2) as per new affiliation norms, then that block would not be treated as unserved. Also if the building of any ITI is in progress from any funds (Central or State Govt) in a block, then that block would be treated as served.
3. Any agency, willing to setup an ITI(s) in the unserved blocks can setup with minimum one long term and at least one short term course as per local need without any constraint of land of 1.07 acres, Canteen, parking space and sports facilities etc.
4. First priority will be given for upgradation of SCVT ITI to NCVT in unserved Blocks.
5. The ITI must equip the workshop as well as IT lab (Computer) etc as per NSQF syllabus and deploy instructors as per DGT' norms.
6. The relaxation of the norms would be applicable for maximum 2 ITIs in the particular unserved blocks. Both ITIs should opt preferably different trade(s).
7. These institutes would be titled as 'Multi Skill Training Institute' (MSTI) to distinguish from other ITIs affiliated to NCVT/DGT. The trainees trained in affiliated long term trade would be eligible to get NTC certificates after successful completion of training. For short term courses, these MSTIs may tie up with DGT or National Skills Development Corporation (NSDC) / Sector Skill Council (SSC) or any other agency including Skill University etc.



8. For further incentivisation, MSTIs could be included in soft loan scheme of Skills Strengthening for Industrial Value Enhancement (STRIVE).

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)  
Deputy Director General (C, P & Admn)

**Copy to (for information):**

- PPSs to the Secretary and the DG/AS,DGT, MSDE
- PPS to DDG(T&E),DGT, MSDE
- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)  
Dy. Director of Training

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New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director,** Vocational Training / Skill Development, All States/ UTs  
**The Directors,** NSTIs & RDSDEs

**Subject: Optimal utilization of machinery and batch size for high capital trades.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal for **Optimal utilization of machinery and batch size for high capital trades** as an agenda no. 02 was discussed.

Following is approved for implementation:

1. The committee recommended seats of following 13 trades, enhancement as follows:

S No.	Name of the trade	Seats enhancement*
1	Turner	12 to 20 seats
2	Machinist	12 to 20 seats
3	Machinist (Grinder)	12 to 20 seats
4	Mechanic Diesel	16 to 24 seats
5	Mechanic Motor Vehicle	16 to 24 seats
6	Mechanic (Refrigeration & Air-Conditioner)	20 to 24 seats
7	Mechanic Machine tool Maintenance	16 to 24 seats
8	Mechanic Agriculture machinery	16 to 24 seats
9	Technician Mechatronics	20 to 24 seats
10	Tool & Die maker (Dies & Moulds)	16 to 24 seats
11	Tool & Die maker (Press Tools, Jigs & Fixtures)	16 to 24 seats
12	Lift and Escalator Mechanic	16 to 24 seats
13	Attendant Operator Chemical Plant (AOCP)	16 to 24 seats

**\*Note: These enhanced seats will not have separate supernumerary seats.**

2. Accordingly, the numbers of trainees tool kit & tools (in proportion) would also increase keeping machinery same, as earlier. Accordingly NSQF Qualification Pack (QP) files may also be amended.
3. For above identified 13 trades, 3rd shift may be treated as deemed affiliated. However, the state will have to ensure entry of 3rd shift on NCVTMIS portal for admission and examination of trainees through portal.



4. The committee further recommended that all those ITIs running any of the above 13 trades should be supplemented with some opportunity cost which may be as below:
- i. 25% higher trainee fee may be charged by ITI (from the next academic session i.e., 2019-20). For these trades training fee shall remain unaffected for students admitted up to session 2018
  - ii. The ITIs may be allowed to operate as Training-cum- production center for these trades under the same infrastructure without sacrificing quality of training in the Institute.
  - iii. All NSTIs can offer the above 13 CTS trades also, as only a limited numbers of ITIs are presently offering these trades despite market demand.

Accordingly, it is requested to take further action at your end.

Yours faithfully;  
  
(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director**, Vocational Training / Skill Development, All States/ UTs  
**The Directors**, NSTIs & RDSDEs

**Subject: Eligibility of ITIs for applying for Addition of Trades/Units**

Sir,

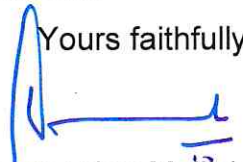
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30<sup>th</sup> January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal for **Eligibility of ITIs for applying for Addition of Trades/Units** as an agenda no. 03 was discussed.

Following is approved for implementation:

- For grant of affiliation for new ITI(s), proposal has to be submitted on the TCS portal (<https://cdn3.digialm.com//EForms/configuredHtml/1972/55626/Registration.html>) or to any alternative portal which will be notified by DGT.
- For addition of trade(s)/units in the existing ITIs, affiliated to NCVT/DGT, proposal has to be submitted online on the NCVT portal
- All existing ITIs with Grading 2 and above only will be eligible to apply for addition of Trades/Units w.e.f 01.02.2019.
- The ITIs which are not graded so far, need to go through the grading process till the time of grading by the external agency, ITIs with self grading  $\geq 2.0$  can also apply for addition of Trades/Units. For all ITIs who have already applied for addition of trade/units on portal (online affiliation, on ncvtmis portal) till 29.01.2019 will be evaluated on existing guidelines.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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(Sushil Agarwal)

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To

**The Commissioners/ Director,** Vocational Training / Skill Development, All States/ UTs  
**The Directors,** NSTIs & RDSDEs

**Subject: 'Dual System of Training'**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal **for approval of the another syllabi of 34 trades (CTS) under 'Dual System of Training'** as an agenda no. 04 was discussed.

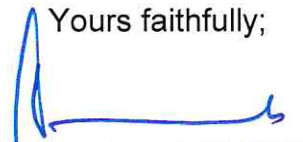
Following is approved for implementation:

The committee deliberated on the matter considering various aspects including uniformity in certificates for the purpose of employment in Govt. departments like Railway & Defense etc. Based upon the discussion, following recommendations are made:

- ✓ The same syllabi under Craftsmen Training Scheme would be followed for DST. There is no specific need for NSQF compliance for DST.
- ✓ Under DST, same certificates would be issued as of NTC with one additional certificate indicating Dual System of Training, name of the industry with duration of the training.
- ✓ Hence, even the syllabus of DST for 17 trades earlier approved by NSQC may be replaced with regular CTS syllabus, NSQC may be informed to drop those from National Qualification Register (NQR).

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, NIMI, NSTIs & RDSDEs**

**Subject: Decrease in number of existing attempts to be given to trainees to pass All India Trade Test.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal of **decrease in number of existing attempts to be given to trainees to pass All India Trade Test** as an agenda no. 05 was discussed.

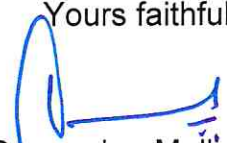
Following is approved for implementation:

Based upon the discussions among members, the committee recommended the following for all schemes i.e. CTS (including Scheme of Flexi MoU, DST), ATS and CITS for all Regular as well as Private Candidates **for the admission session Aug 2019 onwards:**

- a. Trainees may be allowed to appear in AITT for total 04 attempts i.e. 01 attempt as Regular and 03 additional attempts as supplementary to pass the AITT.
- b. Supplementary exam will be held every 6 months or even 3 months. If a trainee does not appear in any one or none of the 1+3 additional attempts as supplementary, the trainee will lose that attempt and registration will expire.
- c. The registration of trainee will expire after 1+3 additional attempts as supplementary or completion of period of one and half year (1½) after training whichever is earlier.
- d. If a trainee does not successfully pass the AITT in this period, the name of the trainee will be struck-off from portal,
  - ✓ For CTS, candidate may apply as a private candidate after 03 year industrial experience to appear in AITT or may again seek fresh entry as regular
  - ✓ For CITS, the candidate may enroll as regular trainee through NIMI online entrance exam.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, NIMI, NSTIs & RDSDEs**

**Subject: Development of Question bank for all schemes.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **proposal for development of Question bank for all schemes under DGT i.e. CTS, ATS and CITS to facilitate use of MCQ type question for Computer Based Test (CBT) in AITT** as an agenda no. 06 was discussed.

Following is approved for implementation:

1. DGT should conduct Computer Based Test (CBT) for all theoretical papers in all scheme i.e. CTS, ATS and CITS. The CBT should use MCQ objective type question bank so that students in the same room also get different questions of equivalent difficulty level. However, different set of question papers of same paper may be used for the trades where question bank is not developed. NIMI should be used to develop question banks as per latest NSQF level with each question graded with different level of difficulty.
2. Regarding preparation of question paper for Practical exam as well as Engineering drawing exam of all the trades under Craftsmen Training Scheme (CTS) at state directorate / UTs level for use in respective state/UT, **the DGT should hold a meeting with controller of examinations for deliberation in detail.**
3. Recently, vide DGT letter no. MSDE 18011/DGT/2017-TTC (Pt.III) dated 16.01.2019 responsibility of preparation of question papers (all trades) for Practicals has been assigned to the respective establishments. Now, It is proposed that engineering drawing question papers may also be prepared at their end.

In this regard, it was decided that the DGT/RDSDEs should hold Workshops with establishments implementing apprenticeship training for smooth implementation of the exams.

4. The committee recommended that all the concerned establishments under Flexi MoU scheme should prepare question paper for Practical as well as Engineering drawing exam of all the trades running in their establishment. The answer sheets of Engg drawing and practical exam should be evaluated by them and marks should be uploaded in portal by concerned establishments itself for processing and declaration of results.

Accordingly, it is requested to take further action at your end.

Yours faithfully;  


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Deputy Director General (C, P & Admn)

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To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, NSTIs & RDSDEs**

**Subject: Concept of Controller of Exams and the adoption of Certification Standards**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **review of concept of Controller of Exams and the adoption of Certification Standards, so that digitally signed PDF and JSON will be issued for all AITT and AVTS** as an agenda no. 07 was discussed.

Following is approved for implementation:

The Director, Trade Testing Cell should be entrusted with duties of "*Controller of Examination*" for All Tests being conducted under DGT and the signature of controller of examinations should be put in place of Secretary, NCVT on all types of certificates issued by DGT. All certificates should indicate that "**Directorate General of Training is recognized as Awarding Body by NCVT**".

The committee also recommends that all marksheets & certificates issued from DGT should be issued with digitally signed PDF format and may also be issued in JSON format for consent based data portability. Digitally signed documents will also ensure server less verification of these Certificates/Marksheets.

For Advance Vocational Training Scheme (AVTS) and any other programs run at NSTIs, the RDSDE concerned will Act as "Controller of exam" for issuance of Certificates of participation.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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(Sushil Agarwal)

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New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director,** Vocational Training / Skill Development, All States/ UTs  
**The Directors,** NSTIs & RDSDEs

**Subject: Awareness workshops/ exposure trips of 1-2 days to NSTIs/ Extension counters.**

Sir,

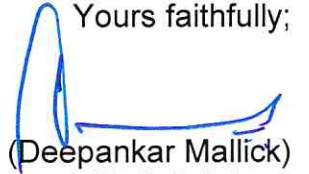
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal of awareness workshops/ exposure trips of 1-2 days to NSTIs/ Extension counters as an agenda no. 08 was discussed.

Following is approved for implementation:

On aforesaid proposal the members agreed for conducting awareness workshops/exposure trips for local youth at all NSTIs/Extension counters. The duration of programme could be 1-5 days. Expenditure for the same will be met thorough powers of HOD of the respective institute.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



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Deputy Director General (C, P & Admn)

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New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, NSTIs & RDSDEs**

**Subject: One to four week courses for present ITI students and ITIs / NSTIs successful candidates of schemes ATS/CTS/CITS (including CoE, DST & Flexi MoU).**

Sir,

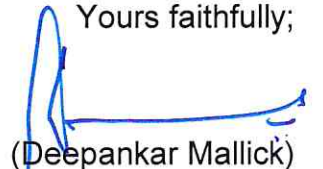
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal of **one to four week courses for present ITI students and ITIs / NSTIs successful candidates of schemes ATS/CTS/CITS (including CoE, DST & Flexi MoU)** as an agenda no. 09 was discussed.

Following is approved for implementation:

Committee members agreed the proposal of NSTIs to conduct 1-4 weeks course for existing ITI trainees as well as ex ITIs trainees. After detailed discussion and taking into consideration economical background of trainees, it was decided that only fixed registration fees of Rs.100/- alongwith Rs.50/- as Gymkhanna fund, would be charged per trainees for each course. Chairman also advised that we should seek IFD approval for the proposal Regional Director, RDSDE sought clarification from the Chair, whether NSTI(W), Vadodara can conduct training courses for male candidates from nearby ITIs in Gujarat and the Chairman advised that off-campus training may be conducted for male candidates.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



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Deputy Director General (C, P & Admn)

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To

**The Commissioners/ Director**, Vocational Training / Skill Development, All States/ UTs  
**The Directors**, NSTIs & RDSDEs

**Subject: The revision of Private Students Guidelines.**

Sir,

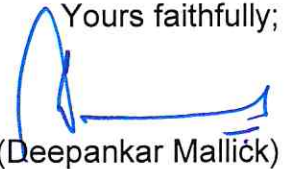
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal of **revision of Private Students Guidelines** as an agenda no. 10 was discussed.

Following is approved for implementation:

Guidelines in respect of Private students were discussed and members recommended for implementation. These guidelines are available on DGT website.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



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Deputy Director General (C, P & Admn)

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To

**The Commissioners/ Director**, Vocational Training / Skill Development, All States/ UTs  
**The Directors**, NSTIs & RDSDEs

**Subject: SoP for Inspections of ITIs & use of Mobile App.**

Sir,

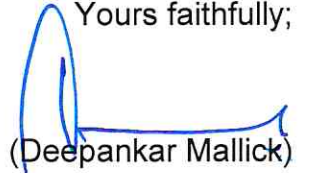
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein the **proposal for SoP for Inspections of ITIs. Make use of Mobile App by DGT mandatory** as an agenda no. 11 was discussed.

Following is approved for implementation:

The members recommended to make use of dedicated mobile app for inspection of ITIs. The said mobile app would be with proper security features. This will bring transparency to the system.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



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Deputy Director General (C, P & Admn)

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To

**The Commissioners/ Director,** Vocational Training / Skill Development, All States/ UTs  
**The Directors,** NSTIs & RDSDEs

**Subject: De-affiliation proposal in electronic form etc.**

Sir,

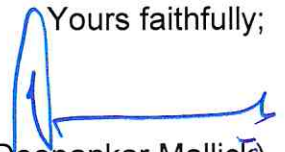
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein matter of **de-affiliation proposal** as an agenda no. 12 was discussed.

Following is approved for implementation:

The Committee members unanimously agreed that de-affiliation proposal coming from State Directorate should be electronically only. Chairman also advised that file marked as "deactivate" must be there in portal which will automatically stop new enrollment **in that particular trade(s)** in ITI, till the final decision taken by DGT on the de affiliation proposal sent by State/UT.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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To

**The Commissioners/ Director**, Vocational Training / Skill Development, All States/ UTs  
**The Directors**, NSTIs & RDSDEs

**Subject: SoP for inspection for BTP.**

Sir,

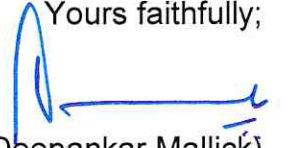
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein matter of **Development of SoP for inspection for BTP** as an agenda no. 13 was discussed.

Following is approved for implementation:

The committee discussed and accorded approval to the SoP for inspection for BTP. The committee also approved the proposal of getting registration number instantly for an ITI with grade 2 and above, if applied online. These are uploaded on DGT website.

Accordingly, it is requested to take further action at your end.

Yours faithfully;

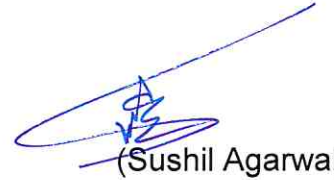


(Deepankar Mallick)

Deputy Director General (C, P & Admn)

**Copy to (for information):**

- PPSs to the Secretary and the DG/AS, DGT, MSDE
- PPS to DDG(T&E), DGT, MSDE
- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)

Dy. Director of Training

MSDE-19/02/2018-CD  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director**, Vocational Training / Skill Development, All States/ UTs  
**The Directors**, NSTIs & RDSDEs

**Subject: States to follow DGT' CITS related instructions etc.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **states must follow DGT' CITS related instructions etc** as an agenda no. 14 was discussed.

Following is approved for implementation:

1. For 2019 admissions- 25% reduction in the seats per unit in ITIs who don't have 40% CITS trained faculty. The same approach will be followed for ITIs that don't upload the data about instructors.
2. For 2020 admissions - 50% reduction in the seats per unit in ITIs who don't have 40% CITS trained faculty. The same approach will be followed for ITIs that don't upload the data about instructors.
3. The above approach would include both regular and contractual instructor (having contract of more than 6 months).

The Additional Director, DET, U.P sought extension of date from March, 2019 to April, 2019 for updating the information on MIS Portal, which was agreed.

Accordingly, it is requested to take further action at your end.

Yours faithfully;

(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- The Directors at DGT (HQ), New Delhi

(Sushil Agarwal)

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Government of India  
Directorate General of Training  
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Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director,** Vocational Training / Skill Development, All States/ UTs  
**The Directors,** NSTIs & RDSDEs

**Subject: Removal of system of supernumerary.**

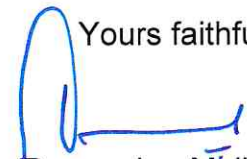
Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **removal of system of supernumerary** as an agenda no. 15 was discussed.

Following is approved for implementation:

Removal of the concept of supernumerary and increase the unit size from 12 to 16, 16 to 20 and from 20 to 24 after merging the supernumerary seats. It was also decided that number of hand tools would be increased as per the enhanced unit size.

Accordingly, it is requested to take action at your end.

Yours faithfully;  
  
(Deepankar Mallick)

Deputy Director General (C, P & Admn)

**Copy to (for information):**

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- PPS to DDG(T&E), DGT, MSDE
- The Directors at DGT (HQ), New Delhi

  
(Sushil Agarwal)  
Dy. Director of Training

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Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Directors, CSTARI, NSTIs & RDSDEs**

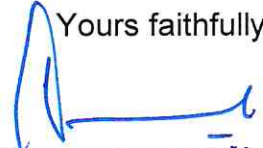
**Subject: Reconsideration of courses at NSQF level 3.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **reconsideration of courses at NSQF level 3** as an agenda no. 16 was discussed.

Following is approved for implementation:

The committee was of the opinion to keep uniformity among other trades so it has been proposed to enhance entry qualification of said trades from 8<sup>th</sup> to 10<sup>th</sup> class. The CSTARI, Kolkata to do the needful exercise in this matter within 2 weeks of issue of the minutes of the meeting.

Yours faithfully;  


(Deepankar Mallik)

Deputy Director General (C, P & Admn)

**Copy to (for information):**

- The Director, NSDA, Kaushal Bhawan, New Delhi
- PPSs to the Secretary and the DG/AS, DGT, MSDE
- PPS to DDG(T&E), DGT, MSDE
- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)

Dy. Director of Training

MSDE-19/02/2018-CD  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Directors, CSTARI, NSTIs & RDSDEs**

**Subject: Consideration of the two year courses at level 4.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **consideration of the two year courses at level 4** as an agenda no. 17 was discussed.

Following is approved for implementation:

The committee was in opinion to keep uniformity among other trades so it has been proposed to enhance entry qualification of trade wireman from 8<sup>th</sup> to 10<sup>th</sup> class. The CSTARI, Kolkata to do the needful exercise in this matter within 02 weeks of issue of the minutes of the meeting. There is no change in Metal cutting attendant (For Divyang), (based on their limited & specific course content).

Yours faithfully;



(Deepankar Mallick)  
Deputy Director General (C, P & Admn)

**Copy to (for information):**

- The Director, NSDA, Kaushal Bhawan, New Delhi
- PPSs to the Secretary and the DG/AS, DGT, MSDE
- PPS to DDG(T&E), DGT, MSDE
- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)  
Dy. Director of Training

MSDE-19/02/2018-CD  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director,** Vocational Training / Skill Development, All States/ UTs  
**The Directors,** CSTARI, NSTIs & RDSDEs

**Subject: Proposal to review for ITOTs - Practical and Drawing exams.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **proposal to review for ITOTs - Practical and Drawing exams** as an agenda no. 18 was discussed.

Following is approved for implementation:

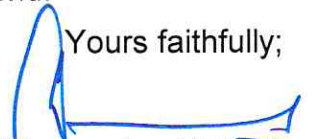
The committee was of the opinion that, to keep uniformity with the policy of autonomy provided to Govt and Private ITI as self exam centre for Practical and Engg drawing in AITT under CTS, the Govt. / Private ITOT also should continue as self exam centre for Practical and Engg drawing exams for AITT under CITS and online exam for theoretical papers should be conducted only in online exam centre provided by agency selected by DGT.

Additional precaution as below may be taken to ensure sanctity of examination:

1. In addition to observer deputed by DGT, additional observers/supervisors from different authorities should be deputed at private ITOTs during examination.
2. Local police station should be requested to depute police guards during the conduct of the exam to ensure that there is no unauthorized entry and exit.
3. CCTV cameras should be mandatory at all the labs, class rooms, workshop & main entry & exit.
4. Video interaction of DGT(HQ) with the institutes and trainees during training should be arranged.
5. Aadhar based Bio-metric attendance machines linked with DGT(HQ) should be installed at all Private ITOTs.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- PPSs to the Secretary and the DG/AS, DGT, MSDE
- PPS to DDG(T&E), DGT, MSDE
- The Directors at DGT (HQ), New Delhi



(Sushil Agarwal)

Dy. Director of Training

MSDE-19/02/2018-CD  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, CSTARI, NSTIs & RDSDEs**

**Subject: Setting up of limit of maximum 3 kg of metal requirement per student in Practical exams.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein setting up of limit of maximum 3 kg of metal requirement per student in Practical exams as an agenda no. 19 was discussed.

Following is approved for implementation:

After detailed discussion, the committee recommended that, while preparation of question papers by question paper setters for practical exam in AITT under CTS, ATS and CITS and other competitive exams conducted by DGT, the limit of maximum 3 kg of metal requirement per trainee should be ensured and dimensions of job to be prepared during exam should be kept accordingly to ensure easy handling of material by trainees. TT Cell will issue instruction in this regard.

Accordingly, it is requested to take further action at your end.

Yours faithfully;  
  
(Deepankar Mallick)

Deputy Director General (C, P & Admn)

**Copy to (for information):**

- PPSs to the Secretary and the DG/AS, DGT, MSDE
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- The Directors at DGT (HQ), New Delhi

  
(Sushil Agarwal)  
Dy. Director of Training

MSDE-19/02/2018-CD  
Government of India  
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Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director**, Vocational Training / Skill Development, All States/ UTs  
**The Directors**, CSTARI, NSTIs & RDSDEs

**Subject: Computerized theory exams**

Sir,

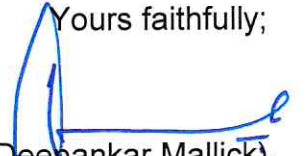
This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein matter of all computerized theory exams as an agenda no. 20 was discussed.

Following is approved for implementation:

All computerized theory exams, whether of CTS or CITS or Apprentice, will be conducted at centres hired or owned by the vendor. NSTI or ITOT or ITI or the Apprentice establishment or the Flexi MoU partner campus will NOT be used.

Accordingly, it is requested to take further action at your end.

Yours faithfully;

  
(Deepankar Mallick).

Deputy Director General (C, P & Admn)

**Copy to (for information):**

1. PPSs to the Secretary and the DG/AS, DGT, MSDE
2. PPS to DDG(T&E), DGT, MSDE
3. The Directors at DGT (HQ), New Delhi

  
(Sushil Agarwal)

Dy. Director of Training



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Employment Exchange Building,  
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New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, CSTARI, NSTIs & RDSDEs**

**Subject: Proposal for SoP for external examiners, observers and flying squads for all exams. Also make Hall Tickets and Attendance Sheets with students photos mandatory.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein proposal for SoP for external examiners, observers and flying squads for all exams. Also make Hall Tickets and Attendance Sheets with students photos mandatory as an agenda no. 21 was discussed.

Following is approved for implementation:

**(A) SoP for External Examiner:**

As per Training Manual for ITIs and ITCs, the practical test should be evaluated at the respective trade testing centre by the examiner and the evaluated practical job should be preserved for a minimum period of one month. The examiner called for evaluation should have minimum technical qualification of a diploma in respective engineering discipline. Where diploma holders are not available, the qualification of the examiner may be suitably relaxed. State directorate shall prepare a panel of examiners. State director may also appoint Chief Examiner for moderation of exam.

**Proposed Standard Operating Procedure (SoP) for Examiner:**

1. The practical test should be evaluated at the respective trade testing centre by the examiner and the evaluated practical job should be preserved for a minimum period of one month. The examiner called for evaluation should have minimum technical qualification of a Diploma in respective engineering discipline. In case, sufficient Diploma holders are not available, then instructor having qualification of NTC with minimum 03 years teaching experience may also be appointed as Examiner.
2. The appointment letter has to be issued to examiner by state directorate specifying the schedule of examination, name of trade and address of the exam centre.
3. The examiner should keep the copy of appointment letter issued by state director and a photo Id proof while reporting at exam centre.
4. The examiner should report at exam centre at least 01 hrs prior to commencement of examination and report to exam centre incharge.

-Y/S-



5. The examiner should get semester / year wise list (attendance sheet) of trainees having photograph of the trainee from exam centre in-charge.
6. The examiner should evaluate the job prepared and operation performed by the trainee during execution of job.
7. Duly filled-in and signed copy of detail of marks obtained by the trainee should be submitted to District Nodal Govt ITI and a copy of the same duly received by the nodal ITI should be retained by examiner.
8. The remuneration to examiner has to be paid by the concerned state directorate as per rules.

**(B) SoP for Observer deputed from DGT in AITT:**

As per Training Manual , DGT would also appoint centre observer at least covering one centre of each state during the test. The observer would submit report to DGT within 02 week from the last date of the trade test. In case some major deviations from the prescribed norms in conducting the trade test are brought to the notice of authorities, such centre is liable to be debarred for conducting the trade test for a maximum period of 03 year and concerned trade test is liable to be cancelled by the controller of exams and trainees may be asked to reappear in the subsequent test under the scheme.

**Proposed Standard Operating Procedure (SoP) for observer:**

1. The appointment letter/ deputation letter has to be issued to observer by state directorate/DGT specifying the schedule of examination and list of exam centre.
2. The observer should keep the copy of letter issued and a photo Id proof while reporting at exam centre.
3. The observer should report to exam centre in-charge at exam centre at least 01 hrs prior to commencement of examination.
4. The observer should be available for full time of examination if deputed for single exam centre.
5. The observer deputed in ITOTs should countersign each and every document related to conduct of examination. He should also countersign the detail of marks obtained by the trainee in practical and engineering drawing exam.
6. The observer should submit detail report of day to day activity of examination along with video recording of the examination to the deputing authority / controller of examination.

**(C) SoP for Flying Squads:**

As per Training Manual , State director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for surprise check and submit the report to state director with a copy endorsed to DGT, highlighting the various observation made during the visit. The report should be submitted within 01 month from the last date of the trade test.

- 2/3 -

**Standard Operating Procedure (SoP) for observer:**

1. The appointment letter/formation of flying squad consisting of senior officers has to be issued by state directorate/DGT specifying the schedule of examination and zone of visit.
2. The flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.
3. The flying squad should visit the trade testing centre for surprise check and submit the report to state director with a copy endorsed to DGT, highlighting the various observation made during the visit.

Accordingly, it is requested to take further action at your end.

Yours faithfully;



(Deepankar Mallick)

Deputy Director General (C, P & Admn)

**Copy to (for information):**

- PPSs to the Secretary and the DG/AS,DGT, MSDE
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(Sushil Agarwal)

Dy. Director of Training

MSDE-19/02/2018-CD  
Government of India  
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Ministry of Skill Development & Entrepreneurship (MSDE)

Employment Exchange Building,  
Library Avenue, Pusa Complex  
New Delhi, 110012 dated 26<sup>th</sup> February, 2019

To

**The Director, Affiliation, DGT HQ**

**Subject: Rationalization of maximum electric load requirement in ITIs and No. of Instructors.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein rationalization of maximum electric load requirement in ITIs and No. of Instructors as an agenda no. 22 was discussed.

Following is approved for implementation:

It has been proposed to constitute a committee comprising members from big states like West Bengal, Karnataka, Maharashtra and Rajasthan under the chairmanship of Sh M K Parial, Director (Affiliation). The proposed committee would submit its report within 1 month of issue of order, so that the modification(s) may be implemented from the ensuing session 2019 onwards.

Accordingly, it is requested to take further action at your end.

Yours faithfully;

  
(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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(Sushil Agarwal)  
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To

**The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs**  
**The Directors, CSTARI, NSTIs & RDSDEs**

**Subject: Utilization of vacant units in the affiliated ITIs.**

Sir,

This is to inform that 1<sup>st</sup> meeting of newly constituted Sub-Committee on Norms & Courses was held on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi wherein **utilization of vacant units in the affiliated ITIs** as an agenda no. 23 was discussed.

Following is approved for implementation:

After detailed discussion it was decided that for proper utilization of infrastructure , ITIs may start short term courses and also run courses under BTP and DST system of training provided their grading is 2.0 and above. Those who are ungraded or have lower grade, may do self grading phase II on NCVT portal. If they have self grade of 2.0 or more and want to start BTP or DST, they may request to, but it will be agreed only after joint inspection.

Accordingly, it is requested to take further action at your end.

Yours faithfully;

  
(Deepankar Mallick)

Deputy Director General (C, P & Admn)

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- PPS to DDG(T&E),DGT, MSDE
- The Directors at DGT (HQ), New Delhi

  
(Sushil Agarwal)

Dy. Director of Training