

Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Apprenticeship Training

Subject: Entry of Practical/Engineering Drawing/Sessional Marks for Designated Trades Apprentices

Reference is invited to MSDE/DGT orders related to Reforms in All India Trade Test (AITT) for Apprentices and Guidelines to conduct Practical and Engineering Drawing examination of Apprentices as applicable.

1. MSDE-14(02)/2021 AP-(PMU) dated 25.01.2022 and corrigendum dated 31.01.2022
2. MSDE-18011/DGT/2017-TTC (Pt-III) dated 04.10.2018
3. MSDE-18011/DGT/2017-TTC (Pt-III) dated 16.01.2019
4. MSDE-18013/01/ATS/2019-TTC dated 31.05.2019

Special attention is invited to para 2 of the order MSDE-14(02)/2021 AP-(PMU) dated 25.01.2022, reiterated below for ready reference

“Further, industries engaging apprentices in the Designated Trades must conduct the practical examinations in the last week of the training. Accordingly, the final certificate should be issued on the last day of the apprenticeship training in the Designated Trades.”

In this regard, this is to inform that the link for entering the marks of Practical/ Engineering Drawing/ Sessional is enabled in Establishment login on Apprenticeship Portal (apprenticeshipindia.gov.in) throughout the year.

All the establishments engaging apprentices are requested to take necessary action accordingly.

F. No. MSDE-14(02)/2021 AP- (PMU)
Government of India
Ministry of Skill Development and Entrepreneurship

Shram Shakti Bhawan, New Delhi
25th January, 2022

OFFICE ORDER

Subject: Examination reforms in the Apprenticeship Training-reg.

Reference to the O.Ms issued by Ministry of Skill Development and Entrepreneurship for the simplification of processes in the apprenticeship training, it is informed that the ITI passed candidates/National Trade Certificate qualifications holders shall be exempted from trade theory examination to get National Apprentice Certificate (NAC). The results will be declared based on the marks obtained in the practical examinations. The order will be effective from 1st Jan 2022 and will be applicable retrospectively to ITI passed candidates who have cleared practical AITT exam but not cleared the Trade Theory examination.

Further, industries engaging apprentices in the Designated Trades must conduct the practical examinations in the last week of the training. Accordingly, the final certificate should be issued on the last day of the apprenticeship training in the Designated Trades.

This is issued with the approval of the competent authority.



K. Srinivasa Rao
Director (MSDE Apprenticeship)

To,

1. All the State Apprenticeship Advisors (As per the list enclosed)
2. All the Regional Directors, Regional Directorate of Skill Development and Entrepreneurship (as per the list enclosed)
3. Chief Operating Officer, NSDC

Copy to:

1. PPS to Secretary, MSDE
2. AS/DG, DGT
3. COO, NSDC
4. DD, MSDE with the request to forward the O.M. to the State Governments, RDSDEs and to upload them on the web portal.

F. No. MSDE-I4(o4lt2o21-AP (PMU)
Government of India
Ministry of Skill Development and Entrepreneurship
Shram Shakti Bhawan, New Delhi
31st Jan 2022

CORRIGENDUM

Subject: Examination reforms in the Apprenticeship Training-reg.

In partial modification of the office order of even number dated 25th January, 2022 on the above subject.

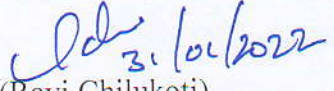
For:

The ITI passed candidates/National Trade Certificate qualifications holders shall be exempted from trade theory examination to get National Apprentices Certificate (NAC).

Read as:

The ITI passed candidates/National Trade Certificate qualifications holders shall be exempted from trade theory, Workshop Calculation & Science (WCS), employability skills, engineering drawing, except practical examination to get National Apprentices Certificate (NAC).

This is issued with the approval of the competent authority.


(Ravi Chilukoti)

Director
MSDE Apprenticeship

To,

1. All the State Apprenticeship Advisors (as per the list enclosed)
2. All the Regional Directors, Regional Directorate of Skill Development and Entrepreneurship (as per the list enclosed).
3. Chief Operating Officer, NSDC.

Copy to:

1. Sr. PPS to secretary, MSDE
2. Sr. PPS to AS/DG, DGT
3. COO, NSDC
4. DD, MSDE with the request to forward the O.M. to the State Governments, RDSDEs and to upload them on the web portal.

No. MSDE-18011/DGT/2017-TTC (Pt-III)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

**Employment Exchange Building, ICAR Complex,
Pusa, New Delhi – 110012, Date: 04 .10.2018**

To

1. All the State Director / Commissioner dealing with Craftsmen and Apprenticeship Training
2. All National Skill Training Institutes (NSTI) and NSTI (W) under DGT, MSDE
3. All the Regional Directors of Apprenticeship Training under DGT, MSDE

**Subject: Reforms in All India Trade Test conducted under the aegis of NCVT -
regarding**

Sir,

With reference to the recommendation of "Curriculum & Examination Reforms Committee" on examination system for exams conducted under the aegis of NCVT under Sub-Committee of National Council for Vocational Training (NCVT) on "Norms & Courses" the following reforms are hereby accepted for implementation in All India Trade Tests (AITT) conducted under aegis of NCVT.

- i) All the reforms here under will be applicable for the batch starting from the admission session August, 2018. However policy in respect of 'Grace Marks' for indicating (G) in marks sheet should be removed and may be implemented with immediate effect for all the schemes.
- ii) The DGT may go for On-line examinations for ITI trainees admitted for the session starting from August, 2018.
- iii) For the trainees admitted in ITIs from the session August, 2018 onwards & failed in theoretical papers should be granted grace marks up to the extent of maximum 06 (six) marks for each exams in one or more number of papers and there should not be any grace mark in practical examinations.

Also, the grace marks as above may be granted to the trainees in other schemes also i.e, DST, Flexi MoU & CoE under CTS, ATS and CITS, for examinations held after August, 2018.

However for trainees admitted under semester system before session August, 2018, the grace marks of 07 (Seven) for Engg trades and 02 (Two) for Non-Engg trades should continue as per prevailing guidelines till the sunset of semester

exams. These grace marks should not be indicated as 'G' in the marks card and grace marks provided in that paper may be added to marks secured by trainee to make it equal to pass marks and will result in increase of total marks obtained by trainee.

- (iv) For the trainees admitted in ITIs from the session August, 2018 onwards with NSQF complaint curriculum, the passing marks percentage in theoretical papers in Craftsmen Training Scheme is hereby reduced to 33% instead of existing 40%. However, passing marks percentage in practical examination will continue to remain as 60%. Accordingly, modified format of mark sheets for 1st and 2nd year of 01 year and 02 year courses in annexed. However, there is no provision of grace mark in practical examinations.
- (v) The NCVT has decided to provide graded autonomy to the Govt. and Private ITIs as per National Grading of ITIs in following cases:
 - a) All ITI's having infrastructure as per NCVT norms, may be self centre for practical exam with effect from AITT to be held in Jan/Feb19 in semester system and thereafter for annual exams also. However ITIs having grading less than 2.5 and also all ungraded ITIs, external examiner for practical examinations should be deputed by concern state/UT directorate.
 - b) All the ITI's having infrastructure as per NCVT norms and grade more than or equal to 2.5 may have their own examiner for practical examination in addition to self centre for practical exam. However, the examiner should be different from the instructor who has taught the trainees of the concern unit/shift during training.
 - c) All the ITIs providing training to Differently Abled (DA) trainees should have their self exam centre for theoretical paper exam as well as practical exam and may have their own examiner for practical examination.

In all the above cases, observers should be appointed by the state director for overall supervision of the exam.

Practical Examiner qualification: In addition to Degree/ Diploma and CITS passed out with 03 year experience in concerned discipline, the qualification for selection as practical examiner is hereby relaxed to ITI passed out instructors with atleast 03 (three) year of teaching experience.

- (vii) A establishment engaging more than 100 apprentice at one premises may have their own practical examination centre for conducting the practical exam of their apprentices in AITT under ATS and evaluation may be done by their own examiner with own set of question paper. However, they should submit the marks obtained by apprentices to concerned RDAT/ SAA for processing and declaration of results. Such establishment should have all infrastructures in accordance with NCVT norms for practical examination.
- (viii) For early declaration of results of ITI trainees, the engineering drawing answer sheets of ITI trainees should be evaluated at every district nodal ITIs within three

(03) working days from the last date of examination and marks of Practical & Engg Drawing should be uploaded in NCVTMIS portal by Nodal ITI.

- (ix) The annual exam for ITI trainees may be shifted to May/June in place of July/August for the trainees admitted from the session August, 2018 onwards. The supplementary exam may also be shifted accordingly in November/December each year.
- (x) The examination duration of theoretical papers in objective MCQ type question paper examination in OMR based / online examination for trainees under CTS, CITS & ATS question paper having 50 to 75 MCQ type questions is hereby reduced to 02 hours in place of 03 hours, duration of question paper having 25 MCQ type question is reduced to 01.30 hours in place of 03 hours and the duration of Engg. Drawing paper is reduced to 03 hour in place of 04 hours. There is no change in duration of practical exam.
- (xi) There will be certification and issuance of National Craft Instructor Certificate (NCIC) as Recognition of Prior Learning to in-service instructors of ITI with 03 years of teaching experience in Private / Government ITI, the in-service instructors of Govt / Pvt ITI should be registered in any NSTI through CFI portal of NCVT as private candidates. They should appear in examination at NSTI for such purpose.

The self- learning content of one month training of pedagogy course will be made available on CSTRAI website and in-service instructors who are willing to appear for the said exam are advised to learn this before appearing in exam. The instructor of Govt ITI should be recommended from State Directorate and instructors of Private ITI should be recommended from Principal of concern institute.

Details of such instructors should be forwarded to any NSTI for registration of instructors in CFI portal as Private candidate. The Director NSTI should examine the recommendation and register the eligible candidate in CFI portal as private candidate.

The examination will be held in the concerned NSTI with question paper from DGT and the candidates will appear in the examination as private candidate. The examinations may be conducted in frequency of 02 to 03 months for the duration of 03 /04 days.

Initially this mode of certification will be offered for only 02 years i.e. up to Dec 2020. In future if required, the exam may be conducted in ITIs having grading of 3 or more.

The Registration / Examination fee of Rs.3000/- per candidate will be charged.


The examination paper for total – 500 marks should consists of -

- A. 1st Day Morning session - Theory paper consisting of 03 parts = 150 marks
 - 1. Trade Theory – 50 marks
 - 2. Workshop Science & Calculation – 50 marks
 - 3. Training Methodology – 50 marks
- B. 1st Day Afternoon session – Engineering Drawing - (50 marks)
- C. 2nd day Full day - Training Methodology Practical Examination - (100 marks) i.e.
 - i. Lesson plan development - 20 marks
 - ii. Demonstration plan development - 20 marks,
 - iii. Lesson plan delivery in class room - 30 marks
 - iv. Demonstration activity in workshop/Lab - 30 marks
- D. 3rd day Full day -Trade Practical Examination (200 marks) extended to next day if required.

The passing marks percentage will be 60% individually in every part of the examination.

You are requested to communicate all the stake holder for implementation of the above reforms in examinations conducted under aegis of National Council for Vocational Training (NCVT) and necessary action in this regard.

Your's faithfully



(S.D. Lahiri)

Deputy Director General (T&E)

Copy to : PPS (DG/AS), DDG (C&P), DDG (AT), Director (CFI), Director (AT), Director (T) Member Secretary NCVT and all sections of DGT, MSDE.

STATEMENT OF MARKS FOR A.I.T.T. under CTS CONDUCTED UNDER AEGIS OF N.C.V.T.

Craftsmen Training Scheme (CTS)

Academic Session – August

First year (Annual Examination) 02 Year Trades

Name:..... Registration /Roll No:.....

Father /Mother name:..... Date of birth:.....

Trade Name:..... NSQF Level..... Exam Month -Year:.....

ITI name and Address:..... Grade (optional)

| For Engineering trade except Draughtsman Group of Trades | | | | | For Draughtsman Group of Trades | | | | | For Non-Engineering Trades | | | | |
|--|---|------------|-----------------|---------------|---|------------|-----------------|---------------|---|----------------------------|-----------------|---------------|---|------------|
| Sl. No. | Summative Assessment | Max. marks | Min. Pass marks | Marks secured | Summative Assessment | Max. marks | Min. Pass marks | Marks secured | Summative Assessment | Max. marks | Min. Pass marks | Marks secured | Summative Assessment | Max. marks |
| 1. | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 |
| 2. | Employability Skill (Core Skill) | 50 | 17 | | Employability Skill (Core Skill) | 50 | 17 | | Employability Skill (Core Skill) | 50 | 17 | | Employability Skill (Core Skill) | 50 |
| 3. | Workshop cal. & Sc. (Core Skill) | 50 | 17 | | Workshop cal. & Sc. (Core Skill) | 50 | 17 | | | | | | | |
| 4. | Engg. Drawing (Core Skill) | 50 | 17 | | | | | | | | | | | |
| 5. | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 |
| | Formative Assessment | 200 | 120 | | Formative Assessment | 200 | 120 | | Formative Assessment | 200 | 120 | | Formative Assessment | 200 |
| | TOTAL | 700 | | | TOTAL | 650 | | | TOTAL | 600 | | | TOTAL | 600 |

RESULT: PASS / FAIL in/eligible to Re=appear (RA) (Yes / No)

Note: Minimum pass marks for theoretical paper -Overall 33% , Employability skill- 33% and for Practical - Overall 60%

Member Secretary NCVT

STATEMENT OF MARKS FOR A.I.T.T. under CTS CONDUCTED UNDER AEGIS OF N.C.V.T.
Craftsmen Training Scheme (CTS)
Academic Session – August
Second year (Annual Examination) 02 Year Trades

Name: Registration /Roll No:.....
 Father /Mother name: Date of birth:.....
 Trade Name: NSQF Level: Exam Month -Year:.....
 ITI name and Address: Grade (Optional):.....

| For Engineering trade except Draughtsman Group of Trades | | | | | For Draughtsman Group of Trades | | | | | For Non-Engineering Trades | | | | |
|--|---|------------|-----------------|---------------|---|------------|-----------------|---------------------|---|----------------------------|-----------------|----------------------|------------|---------------|
| Sl. No. | Summative Assessment | Max. marks | Min. Pass marks | Marks secured | Summative Assessment | Max. marks | Min. Pass marks | Total marks secured | Summative Assessment | Max. marks | Min. Pass marks | Summative Assessment | Max. marks | Marks secured |
| 1. | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 | 33 | | 100 | 33 |
| 2. | Workshop cal. & Sc. (Core Skill) | 50 | 17 | | Workshop cal. & Sc. (Core Skill) | 50 | 17 | | | | | | | |
| 3. | Engg. Drawing (Core Skill) | 50 | 17 | | | | | | | | | | | |
| 4. | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 | 150 | | 250 | 150 |
| | Formative Assessment | 250 | 150 | | Formative Assessment | 250 | 150 | | Formative Assessment | 250 | 150 | | 250 | 150 |
| | TOTAL | 700 | | | TOTAL | 650 | | | TOTAL | 600 | | | 600 | |

RESULT: PASS / FAIL in/eligible to Re=appear (RA) (Yes / No)
 Note: Minimum pass marks for theoretical papers- Overall 33% and for Practical – Overall 60%

Member Secretary NCVT

STATEMENT OF MARKS FOR A.I.T.T. under CTS CONDUCTED UNDER AEGIS OF N.C.V.T.

Craftsmen Training Scheme Academic Session – August (Annual Examination) 01 Year Trades

Name:..... Registration /Roll No:.....
 Father/Mother name:..... Date of birth:.....
 Trade Name:..... NSQF Level:..... Exam Month -Year:.....
 ITI name and Address:..... Grade (optional):.....

| For Engineering trade except Draughtsman Group of Trades | | | | | For Draughtsman Group of Trades | | | | | For Non-Engineering Trades | | | | |
|--|---|------------|-----------------|---------------|---|------------|-----------------|---------------|---|----------------------------|-----------------|---------------|---|------------|
| Sl. No. | Summative Assessment | Max. marks | Min. Pass marks | Marks secured | Summative Assessment | Max. marks | Min. Pass marks | Marks secured | Summative Assessment | Max. marks | Min. Pass marks | Marks secured | Summative Assessment | Max. marks |
| 1. | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 | 33 | | Trade theory (Professional knowledge) | 100 |
| 2. | Employability Skill (Core Skill) | 50 | 17 | | Employability Skill (Core Skill) | 50 | 17 | | Employability Skill (Core Skill) | 50 | 17 | | Employability Skill (Core Skill) | 50 |
| 3. | Workshop cal. & Sc. (Core Skill) | 50 | 17 | | Workshop cal. & Sc. (Core Skill) | 50 | 17 | | | | | | | |
| 4. | Engg. Drawing (Core Skill) | 50 | 17 | | | | | | | | | | | |
| 5. | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 | 150 | | Trade Practical (Professional Skill) Assessment | 250 |
| | Formative Assessment | 200 | 120 | | Formative Assessment | 200 | 120 | | Formative Assessment | 200 | 120 | | Formative Assessment | 200 |
| | TOTAL | 700 | | | TOTAL | 650 | | | TOTAL | 600 | | | TOTAL | 600 |

RESULT: PASS / FAIL in/eligible to Re=appear (RA) (Yes / No)

Note: Minimum pass marks for theoretical paper -Overall 33% , Employability skill- 33% and for Practical - Overall 60%

Member Secretary NCVT

Speed Post/Email

No. MSDE- 18011/DGT/2017-TTC (Pt.III)

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training

Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi-12, Dated 16th January, 2019

To,

- (i) All the State Apprenticeship Advisors dealing with Apprenticeship Training Scheme.
- (ii) The Regional Directors of Skill Development & Entrepreneurship (RDSDE) - Kanpur, Chennai, Mumbai, Kolkata, Faridabad, Hyderabad, Bhopal, Chandigarh and Guwahati.

Subject:- Reforms in All India Trade Test conducted under the aegis of NCVT (Relaxation to establishment for conduct of practical exam in AITT under ATS) - regarding.


Sir,

Kindly refer to this office letter of even no. dated 04.10.2018 para (vii) on subject cited above, where it was mentioned that:-

" A establishment engaging more than 100 apprentice at one premises may have their own practical examination centre for conducting the practical exam of their apprentices in AITT under ATS and evaluation may be done by their own examiner with own set of question paper. However, they should submit the marks obtained by apprentices to concerned RDAT/SAA for processing and declaration of results. Such establishment should have all infrastructures in accordance with NCVT norms for practical examination".

Now the competent authority has further reviewed the matter and approved the removal of cap of engagement of more than 100 apprentices at one premises. Now all establishments registered under apprenticeship training schemes are allowed as self-examination centre for practical exam in AITT under ATS for their own apprentices. The evaluation of practical exam may be also be done by their own examiner with own set of question paper. Any competent technical person working in the same establishment other than immediate Supervisor/Trainer of the apprentices may be appointed as an examiner. The establishment should submit the marks obtained by apprentices to concerned RDSDE/SAA for processing and declaration of results.

The above relaxation is effective from the date of issue.


(S. D. Lahiri)
DDG(T&E)

No. MSDE- 18013/01/ATS/2019-TTC

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training

Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi-12, Dated 31st May, 2019

To

1. All State Apprenticeship Advisor dealing with Apprenticeship Training Scheme.
2. All RDSDE, DGT, MSDE.
3. All HRD Managers of Establishments dealing with Apprenticeship Training Scheme.

Subject:- Additional guidelines for conduct of Practical examination at Establishment in All India Trade Test (AITT) under ATS - regarding.

Sir,

In continuation to this office letter of even no. dated 23.04.2019 regarding guidelines for conduct of practical examination at Establishment in AITT under ATS, following additional guidelines are hereby framed for implementation in AITT :

- (i) The organizations having multiple establishments in different locations implementing apprenticeship training scheme can have one exam centre or multiple exam centre for the conduct of practical exam in AITT under ATS.
- (ii) Such organizations may also use same question paper of practical exam of any trades for every location or different question paper for any trade at different location as required.
- (iii) If required, the apprentices/group of apprentices may be moved to any location or any section of establishment for proper conduct of practical examination as per skill set acquired during on the job training.
- (iv) In case of non-availability of related infrastructure/ machinery & equipment for any trade/trades at any establishment for conduct of practical exam, the establishment may coordinate with nearby industry/Govt. ITI where such facilities exist.

In view of the above, you are requested to please communicate these additional guidelines for conduct of practical examinations under AITT under ATS to all the concerned for smooth conduct of examinations.

Yours faithfully



(K. Singh)

Deputy Director of Training
For Director (TTC)