

No. DGET-18011/01/2013-TTC
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated the 30th Jan., 2014

To,

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NVTI-Noida and RVTIs-Mumbai, Bangalore, Trivandrum, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara

Subject: Guidelines of OMR based Semester System Examination—for State Directors, Trade Testing Centres and Trainees under Craftsmen Training Scheme.

The examination for the first semester is going to be conducted from 5th Feb., 2013 onwards. TT Cell has worked out various modalities for smooth conduct of first Semester examination under the Craftsmen Training Scheme- Semester System pattern of NCVT.

AS you are aware that all the Theory subjects' paper(s) are objective type and these are *to be answered on OMR Sheet*. In this regard a brief write up on Exam Guidelines is already available on DGET website (copy enclosed). The quantity of *OMR sheets supplied will be based on the indent received from State Directorates*. Sealed Question paper packets along with serial numbered OMR sheets packets shall be sent to the authorise Banks/places as per the addresses provided by the State Directorates. The evaluation of OMR based answer sheets shall be carried out by the agency selected for the purpose.

You may follow the following guidelines at different stages while conducting the OMR sheet based examination.

(A) Guidelines for trainees:-

- Trainees must read all instructions given in OMR sheets.
- Trainees must read all instructions mention in question papers.
- While answering the Part-A of question paper (such as Trade Theory/Workshop calculation), trainees will start filling with Part-A OMR Sheet starting from question no. 1 & follow according to the order given in the question paper.
- For Part-B of question paper (Such as Employability Skills/Engineering Drawing) trainees will start again from Serial no. 1 of Part-B OMR Sheet.
- The trainees will fill the following information in the OMR sheet using black ball point pen (copy enclosed):-
 1. Name of trainee : Fill in capital letter alphabets
 2. Examination centre Name: Fill in capital letter alphabets
 3. Trade Name: Fill in capital letter alphabets
 4. District Name: Fill in capital letter alphabets
 5. Fourteen Digit Roll No: Fill in upper row. Shade the numerals given below the upper row.
 6. State Code two digits: Fill in upper row. Shade two digit numerals as per the given State code list. (Master State Code List is Enclosed)
 7. Trade: - Engineering/ Non-Engineering: Write in the given box. **Shade in the given circle.**
 8. Trade duration:- One Semester/ Two Semester/ Four Semester: Write in the box. **Shade in the given circle**
 9. Trade Code: Write in the box three digit numerals (Master Trade Code List enclosed). Shade the numerals given below the upper row. It is same as mention in the top right corner of question paper. Trainees may check from the question paper also.

10. Semester (I/II/III/IV):- Write in the given box. Shade against the appropriate semester (for Ist Semester fill against-I).
11. Paper :- I/II: Write in the given box. **Shade in the given circle**
12. Booklet Series:- A/B/C/D:- **Write in the given box. Shade in the given circle** (Please fill "**A**" if only one series received).
13. Session:- FN/AN: Write in the given box. **Shade in the given circle**
14. Date of Exam:-Date/Month/Year: Write in the given box DDMMYY(for 25th Feb. 2014 : **250214**). Shade the numerals given below the upper row.
15. Trainees Signature

(B) Guidelines for Trade Testing Centres:- The following instructions should be followed :-

1. OMR sheets will be distributed to trainees half an hour before the starting of exam so that they get sufficient time to understand and fill the desired information in OMR Sheets correctly.
2. All OMR sheets will be serial numbered.
3. In the attendance sheet must include columns for filling OMR sheet serial number (printed in top right corner of OMR sheet) and the numeral roll number(assigned by the State Director/UT/Field Institute) as filled in the OMR Sheet.
4. **Trade Code and State Code will be as supplied by DGET. Ensure from State Directorate that you get both and guide the trainees according to that.**
5. Invigilator should also sign the OMR sheets of the present trainees. **He should also fill up the details of absent trainees in the OMR sheets by filling columns of OMR sheets which would only be filled by black ball point pen.**
6. Invigilator should ensure safe handling of OMR sheets; it should not be Torn/Mutilated/Mis-handled.
7. Make ready a seal/stamp specific to Trade Testing Centre/ITI/Institute for impression in the space provided in OMR sheet.
8. After exam all the OMR sheets of those trainees who are present and of those who are absent on the day and session of exam, should be packed and sealed by the Trade Testing Centres. The blank OMR Sheets should also be returned alongwith, by indicating unfilled OMR Sheets. Invigilator should also match the No. of OMR sheets received before the exam and returned after the exam.
9. After the exam, on the same day, the packets of OMR sheets, should be forwarded from Trade Testing Centres to their respective State Directorate/UTs/ Controller Examination, by speed post / by hand /as per practice.

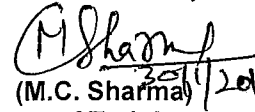
(C) Guidelines for State Directors: -

1. All the Theory subjects' paper(s) in objective type with multiple choice questions are *to be answered on OMR Sheet (OMR Sheet Sample enclosed)*. A sample question paper is attached herewith for forwarding to each ITIs in your State, for respective trade instructor to make trainees aware for filling details, & practice to answer in the same. The trade instructor should prepare practice papers for all Trade subjects i.e. **Paper I (TT & ES) and Paper II (W/sh. cal. & Sci. and ED)** (Sample paper enclosed).
2. All the Invigilators should be aware with the OMR based exam for carrying out the above work during the exam process.
3. The Assessing Agency would collect All the OMR sheets from Controller Examination of State/UT within 10 days of the exam.

4. The agency will evaluate the answer sheets at their centres. After evaluation the result of trainees will be handed over to the respective State/UT Directorates in soft copy for declaration of result. After evaluation process all the OMR sheets would be returned to respective States for records and any future reference.

In view of above, you are requested to take necessary action on the points mentioned above for smooth conducting of OMR based exam. You may also supply the complete address, contact number, email and mobile number of the controller examination of your State/UT/field institute who would be directly co coordinating with the OMR assessing agency officer.

Yours faithfully


(M.C. Sharma) 30/11/2014.

Joint Director of Training

Note: Above letter and enclosure are available on DGET website in the link [dget.nic.in/trade testing certification and other related information at SI. No. 14](http://dget.nic.in/trade-testing-certification-and-other-related-information-at-si-no-14).

ALL INDIA TRADE TEST

Answer Sheet No.

Under Semester System of Craftsman Training Scheme

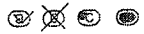

NAME OF TRAINEE (IN BLOCK LETTERS ONLY)

EXAMINATION CENTRE NAME (IN BLOCK LETTERS ONLY)

TRADE NAME (IN BLOCK LETTERS ONLY)

DISTRICT NAME (IN BLOCK LETTERS ONLY)

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**PAPER-I
COMMON TO ALL TRADE (NOT TRADE SPECIFIC)
(THEORY & EMPLOYABILITY SKILL)
SEMESTER-I**

TOTAL TIME: 3Hrs.

TOTAL MARKS: 200

**Note: This paper contains two parts – Part A & Part B.
Attempt all the questions.
All questions carry equal marks.**

PART-A (THEORY)

(150)

Choose the correct answer :

1. Heat can be transferred through -
(a) Conduction (b) Radiation (c) Convection (d) All of these
 2. Voltmeter is use to measure –
(a) Resistance (b) Voltage (c) Current (d) None
 3. Least count of vernier caliper –
(a) 0.02mm (b) 0.01mm (c) 0.001mm (d) 0.03mm
 4. Least count of micrometer –
(a) 0.01mm (b) 0.2mm (c) 0.5mm (d) 1mm
 5. Unit of electric current is –
(a) A (b) V (c) Ohm (d) A-s
- {Similar type Questions from Q. No. 6 to 48. Concerned Trade, Subject, Instructor may frame Questions and give to trainees for adequate practice}**
49. Brakes are based on principle of -
(a) Friction (b) Gravity (c) Hydraulics (d) Pascal
 50. The brake fluid is a mixture of –
(a) Water and glycerin (b) Glycerin and alcohol (c) Engine oil and gear oil (d) Oil and alcohol

**PART-B
(EMPLOYABILITY SKILLS)**

MARKS: 50

Choose the correct adjective from the given choice –

1. My new box is very
(a) Beautiful (b) Big (c) Tall (d) Any of these
 2. The glass product is very
(a) Fragile (b) Dark (c) Pale (d) None of these
 3. My new dress is in colour.
(a) Large (b) Rough (c) Green (d) None of these
- {Similar type Questions from Q. No. 4 to 23. Concerned Trade, Subject, Instructor may frame Questions and give to trainees for adequate practice}**
24. Communication can be –
(a) Verbal (b) Non verbal (c) Written (d) All of these
 25. AIDS stands for –
(a) All Immunal Defficiency Syndrome (b) Acquired Internal Defficiency Syndrome
(c) Acquired Immunal Disease Syndrome (d) Acquired Immunal Defficiency Syndrome

**PAPER-II
COMMON TO ALL TRADE (NOT TRADE SPECIFIC)
(WORKSHOP CALCULATION & SCIENCE & ENGINEERING DRAWING)
SEMESTER-I**

TOTAL TIME: 3Hrs.

TOTAL MARKS: 150

**Note: This paper contains two parts – Part A & Part B.
Attempt all the questions.
All questions carry equal marks.**

PART-A (WORKSHOP CALCULATION & SCIENCE)

(75)

Choose the correct answer:

1. The temperature scale, is written as -
(a) Kelvin scale (b) Fahrenheit scale (c) Centigrade scale (d) All of these
 2. The heat transfer that takes place by energy moving directly from molecule to molecule is called -
(a) Conduction (b) Convection (c) Radiation (d) None of the above
 3. Resistance will be _____ for given voltage 50 volts and current of 10amp. -
(a) 2 Ohm (b) 5 Ohm (c) 10 Ohm (d) 500 Ohm
- {Similar type Questions from Q. No. 4 to 23. Concerned Trade, Subject, Instructor may frame Questions and give to trainees for adequate practice}**
24. The sum of 50 and 62 is
(a) Even number (b) Odd number (c) Rational number (d) Fractional number
 25. A 10 meter wire is costing Rs 60. What will be the unit price of the wire?
(a) Rs. 15 (b) Rs. 12 (c) Rs. 6 (d) Rs. 5

PART-B (ENGINEERING DRAWING)

(75)

1. The primary unit of measurement for engineering drawing & design in mechanical industries is the -
(a) Millimeter (b) Centimeter (c) Meter (d) Kilometer
 2. If an object lies in third quadrant, in position w.r.t reference planes will be -
(a) In front of V.P, above H.P (b) Behind V.P, above H.P
(c) Behind V.P, below H.P (d) In front of V.P., below H.P
 3. When two angles together make 90° , they are called -
(a) Obtuse angle (b) Reflex angle
(c) Complementary angle (d) Supplementary angle
- {Similar type Questions from Q. No. 4 to 23. Concerned Trade, Subject, Instructor may frame Questions and give to trainees for adequate practice}**
24. An equilateral triangle has -
(a) All equal sides (b) Two equal angles
(c) All in equal sides (d) Two equal sides
 25. Line use to show hidden details in an engineering drawing in called -
(a) Ditto line (b) Dashed line (c) Horizontal (d) Dotted line

STATE CODE TWO DIGITS (TO BE FILLED IN OMR SHEET)

S.No.	STATE/ UNION TERRITORIES	State/UT/Institute Code
1.	Andaman and Nicobar Islands	01
2.	Andra Pradesh	02
3.	Arunachal Pradesh	03
4.	Assam	04
5.	Bihar	05
6.	Chandigarh	06
7.	Chhattisgarh	07
8.	Dadar and Nagar Haveli	08
9.	Daman and Diu	09
10.	Delhi	10
11.	Goa	11
12.	Gujarat	12
13.	Haryana	13
14.	Himachal Pradesh	14
15.	Jammu and Kashmir	15
16.	Jharkhand	16
17.	Karnataka	17
18.	Kerala	18
19.	Lakshadweep	19
20.	Madhya Pradesh	20
21.	Maharashtra	21
22.	Manipur	22
23.	Meghalaya	23
24.	Mizoram	24
25.	Nagaland	25
26.	Orissa	26
27.	Pondicherry	27
28.	Punjab	28
29.	Rajasthan	29
30.	Sikkim	30
31.	Tamil Nadu	31
32.	Tripura	32
33.	Uttarakhand	33
34.	Uttar Pradesh	34
35.	West Bengal	35
36.	RVTI Allahabad	36
37.	RVTI Bangalore	37
38.	RVTI Indore	38
39.	RVTI Jaipur	39
40.	RVTI Kolkata	40
41.	RVTI Mumbai	41
42.	RVTI Panipat	42
43.	RVTI Trivandrum	43
44.	RVTI Tura	44
45.	RVTI Vadodara	45
46.	NVTI Noida	46

MASTER TRADE CODE
(For filling in OMR Sheet against Trade Code)

For Engineering Trades:

Sl. No.	Trade Name	Three Digit Trade Code
One Semester Trade (Engineering)		
1.	Building Maintenance	001
2.	Excavator Operator	002
3.	Mech. Repair & Maintenance of Two Wheelers	003
4.	Mechanic Auto Electrical and Electronics	004
5.	Sanitary Hardware Fitter	005
Two Semester Trade (Engineering)		
1.	Architectural Assistant	001
2.	Carpenter	002
3.	Domestic Painter	003
4.	Foundryman	004
5.	Gold Smith	005
6.	Industrial Painter	006
7.	Interior Decoration & Designing	007
8.	Marine Engine Fitter	008
9.	Mason	009
10.	Mech. Repair & Maintenance of Heavy Vehicles	010
11.	Mech. Repair & Maintenance of Light Vehicles	011
12.	Mechanic (Diesel)	012
13.	Mechanic (Tractor)	013
14.	Mechanic Communication Equipment Maintenance	014
15.	Mechanic Lens/Prism Grinder	015
16.	Physiotherapy Technician	016
17.	Plastic Processing Operator	017
18.	Plumber	018
19.	Pump Operator-Cum-Mechanic	019
20.	Rubber Technician	020
21.	Sheet Metal Worker	021
22.	Stone Mining Machine Operator	022
23.	Stone Processing Machine Operator	023
24.	Welder (Gas & Electric)	024
Four Semester Trade (Engineering)		
1.	Attendant Operator (Chemical Plant)	001
2.	Draughtsman (Civil)	002
3.	Draughtsman (Mech.)	003
4.	Electrician	004
5.	Electronics Mechanic	005
6.	Electroplater	006
7.	Fitter	007
8.	Instrument Mechanic	008
9.	Instrument Mechanic (Chemical Plant)	009
10.	ITESM	010
11.	Laboratory Assistant (Chemical Plant)	011

Contd....2/-

12.	Lift Mechanic	012
13.	Machinist	013
14.	Machinist Grinder	014
15.	Maintenance Mechanic (Chemical Plant)	015
16.	Marine Fitter	016
17.	Mechanic Mining Machinery	017
18.	Mechanic Agriculture Machinery	018
19.	Mechanic Computer Hardware	019
20.	Mechanic Consumer Electronics	020
21.	Mechanic Cum Operator Electronics Communication System	021
22.	Mechanic Industrial Electronics	022
23.	Mechanic Machine Tool Maintenance	023
24.	Mechanic Mechatronics	024
25.	Mechanic Medical Electronics	025
26.	Mechanic Motor Vehicle	026
27.	Mechanic R AC	027
28.	Mechanic Radio & T.V.	028
29.	Operator Advanced Machine Tools	029
30.	Painter General	030
31.	Radiology Technician	031
32.	Spinning Technician	032
33.	Surveyor	033
34.	Textile Mechatronics	034
35.	Textile Wet Processing Technician	035
36.	Tool & Die Maker (Dies & Moulds)	036
37.	Tool & Die Maker (Press Tools, Jigs & Fixtures)	037
38.	Turner	038
39.	Vessel Navigator	039
40.	Weaving Technician	040
41.	Wireman	041

MASTER TRADE CODE
(For filling in OMR Sheet against Trade Code)

For Non-Engineering Trades:-

Sl. No.	Trade Name	Three Digit Trade Code
One Semester Trade (Non-Engineering)		
1.	Cabin/Room Attendant	001
2.	Computer Aided Embroidery & Needle Work	002
3.	Corporate House Keeping	003
4.	Counselling Skills	004
5.	Creche Management	005
6.	Driver Cum Mechanic	006
7.	Data Entry Operator	007
8.	Domestic House Keeping	008
9.	Event Management Assitant	009
10.	Firemen	010
11.	Front office Assistant	011
12.	Hospital Waste Management	012
13.	Institution House Keeping	013
14.	Insurance Agent	014
15.	Library & Information Science	015
16.	Medical Transcription	016
17.	Network Technician	017
18.	Old Age Care	018
19.	Para Legal Assistant/ Munshi	019
20.	Preparatory School Management	020
21.	Spa Therapy	021
22.	Tourist Guide	022
Two Semester Trade (Non-Engineering)		
1.	Baker & Confectioner	001
2.	Cane Willow and Bamboo Worker	002
3.	Catering & Hospitality Assistant	003
4.	Computer Operator and Programming Assistant	004
5.	Craftsman Food Production (General)	005
6.	Craftsman Food Production (Vegetarian)	006
7.	Cutting & Sewing	007
8.	Dairying	008
9.	Desk Top Publishing Operator	009
10.	Digital Photographer	010
11.	Dress Making	011
12.	Embroidery & Needle Work	012
13.	Fashion Technology	013
14.	Finance Executive	014
15.	Fire Technology and Industrial Safety Management	015
16.	Floriculture & Landscaping	016
17.	Footwear maker	017
18.	Hair and Skin care	018
19.	Health Safety & Environment	019
20.	Health Sanitary Inspector	020

21.	Horticulture	021
22.	Hospital House Keeping	022
23.	Human Resource Executive	023
24.	Leather Goods Maker	024
25.	Litho- Offset Machine Minder	025
26.	Marketing Executive	026
27.	Multimedia Animation and special Effects	027
28.	Office Assitant cum Computer Operator	028
29.	Photographer	029
30.	Plate Maker-Cum-Impositor	030
31.	Preservation of fruits and vegetables	031
32.	Process Cameraman	032
33.	Secretarial Practice (English)	033
34.	Stenography (English)	034
35.	Stenography (Hindi)	035
36.	Steward	036
37.	Travel & Tour Assistant	037
38.	Weaving of Silk and Woolen Fabrics	038
39.	Weaving of Woolen Fabrics	039
40.	Business Management	040
Four Semester Trade (Non-Engineering)		
1.	Dental Laboratory Equipment Technician	001
2.	Architectural Draughtsmanship	002

Subject: Semester System Examination–Guidelines & instructions for State Directors, Trade Testing Centres and Trainees.

The first examination under semester system for the first semester is to be conducted from 5th Feb., 2013 onwards. TT Cell has worked out on various modalities for smooth conduct of first Semester examination which is going to be conducted for the first time under the Semester System pattern of NCVT.

All the regular trainees admitted w.e.f. August 2013, are **eligible** to appear for the ensuing All India Trade Test under CTS (semester system).

- There will be maximum **3 examination papers** for a trade in each semester.
- **Paper-I** (A) **Trade Theory** & (B) **Employability Skills-Objective Type**
- **Paper II:** (A) **Workshop Calculation & Science** and (B) **Engineering Drawing-Objective Type**
- **Paper III: Trade Practical** –Conventional Type CTS pattern (descriptive type with skill testing) For Engineering as well as for non-Engineering Trades Answer sheet shall be evaluated by State Directorate
- All the other subjects' paper(s) which are objective type are *to be answered on OMR Sheet*.
- These *OMR sheets will be provided by DGET based on the indent received from State Directorates*.
- The OMR sheets packets will be supplied alongwith the question papers.
- Evaluation of OMR based papers shall be carried out by DGET
- *For the subject Employability Skills there are two syllabi. For the trades of one semester duration and the other for trades other than one semester duration. Available on DGET website.(Ref. DGET-19/17/2010-CD-Pt. dt. 28th Nov. 2013)*
- **Accordingly DGET will always provide two question papers for the subject Employability Skills ES1 covering first semester syllabus and ES2 covering second semester syllabus.**
- **However, for ensuing exam of First semester one Q P each for Fore Noon and After Noon Session shall be supplied i.e. two sets each covering first semester syllabus.**
- TT Cell, DGET will mention Trade Name, Subject, Semester number, the maximum marks and duration on the top of each question papers.

The maximum marks will be as per the new pattern already circulated vide this office letter DGET-19/4/2011-CD-Pt. dated 18th Nov., 2013. The details are placed in the table below.

A. For Engineering Trades:

Sl. No.	Subject for the trade test	Maximum marks for subject	Duration	Question Paper Pattern	Remarks
1.	Trade Practical	270	3 Hrs. To 8 Hrs.	No Change	To be evaluated by State Directorate
2.	Paper I A. Trade Theory & B. Employability Skills	150 50	3 Hrs. (2 Hours) (1Hour)	Max. 50 Questions. Max. 25 Questions	Single OMR Sheet.
3.	Paper II A. Workshop Calc. & Science (Vocational Sc. & Calculation) & B. Engineering Drawing	75 75	1.5 Hrs. 1.5 Hrs.	Max. 25 Questions -Do-	-do-

Contd.....

B. For Non-Engineering Trades:

Sl. No.	Subject for the trade test	Maximum marks for each subject	Duration	Question Paper Pattern	Remarks
1.	Trade Practical	100	3 Hrs. To 8 Hrs.	No Change	To be evaluated by State Directorate
2.	A.Trade Theory & B. Employability Skills	30 50	3 Hrs. (2 Hours) (1Hour)	Max. 25 Questions -Do-	Single OMR Sheet.

Sealed Question papers packets shall be sent to authorised Banks at the addresses provided by the State Directorates alongwith serial numbered OMR sheets packets.

Instructions to all the State Directors

1. Trainees will attempt on OMR sheet for the theory papers at sl. No. 2 & 3 /sl. No.2 of the table above.
2. There will be no answer sheet supplied by DGET for theory paper, not even for the NIMI pattern papers.
3. Trainees may be permitted to use plain paper for rough work etc. They may also bring graph sheet for rough work or drawing work etc. if required.
4. The Question Papers will be supplied in bilingual Hindi and English language.
5. Regional language paper if any, will be in single language and not bilingual.
6. For the trades Steno(English), Steno(Hindi) and Secretarial Practice etc. and such other similar trades; There will be only two papers (i.) Trade Theory + Employability Skills and (ii) Trade Practical as given in the syllabus. There will be no separate question papers in the subject "Cognate".

NOTE: State Directorate(s) may inform the concerned trainees in advance regarding all the above mentioned guidelines to all the trainees properly.

The design of finalized OMR sheet sample will be uploaded on DGET website by the end of January, 2014. Trainees may see the general instructions. In case of non-provisioning of OMR Sheet or defective OMR sheet found at the time of examination, State Directors may seek necessary directions from Director Trade Testing Cell, DGET.

For any other clarification the trainees may check from concerned ITI or the State Directorate office from time to time.

Since the pattern of examination and the semester system are newly introduced, any Modification, alteration in above guidelines shall be updated and uploaded at DGET website.