

DGT-18011/4/2023-O/o DIR (TT) (FTS no. E-62494)
Government of India Directorate
General of Training
Ministry of Skill Development & Entrepreneurship (MSDE)

7th Floor, DGT,
Kaushal Bhawan, New Moti Bagh,
New Delhi 110023
Date: 06.03.2025

To,

- I. The Commissioners/ Director, Vocational Training/Skill Development, All States/ UTs,
- II. The Directors, RDSDEs,
- III. The Principals, NSTIs

Subject: Deputation of Observers and Flying Squads during CTS AITT March 2025 Supplementary Examinations.

Dear Sir/Madam,

The Supplementary Examinations Schedule for Craftsmen Training Scheme (CTS) trainees is tentatively scheduled from 17th March 2025 vide order of even number dated 03rd March 2025 (DGT exam corner of DGT website may be referred for schedule).

2. It is pertinent to mention that vide letter no DGT-35/4/1/Secy (MSDE)/2022 dated 28th March, 2022, on the "**Constitution of the State Skill Development & Entrepreneurship Committee (SSDEC)**", the functions and mandate of the SSDEC has been laid out.
3. One of the mandates of the SSDEC is to **deploy observers, examiners, flying squads**, including their remuneration and allowances for smooth conduct of practical and CBT examination.
4. In light of the above, I would like to urge the State Directorates to deploy observers and flying squads in the examination centres across the state for the Practical and CBT examinations, to ensure the orderly and fair conduct of these examinations.
5. The Standard Operating Procedure (SOP) for deputing observers are as below:
 - i. The State may depute observers at all examination centres in the State.
 - ii. The appointment letter/ deputation letter has to be issued to the observers by the State Directorate.
 - iii. The observer must keep the copy of letter issued and a photo Id proof while reporting at exam centre.

6. Standard Operating Procedure (SOP) for Flying Squads is as below:

- i. The flying squad may consist of at least one officer from the State Directorate and one from the concerned RDSDEs/NSTIs.
- ii. The appointment letter/formation of flying squad has to be issued by SSDEC specifying the schedule of examination and zone of visit.

The flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.

- iii. The flying squad should visit the random samples of examination centres for surprise checks.

- i. The officers may be entitled to TA/DA as per respective State/ Central government service rules.

7. The flying squads and observers visiting the examination centres have to ensure, inter alia, the following:

- i. Trainees are appearing with original Hall Tickets & valid Photo Id Card
- ii. Raw materials are provided to the trainees as per the bill of material for the question paper.
- iii. Trainees are not involved in any mal-practice.

8. Observers / Flying Squads are empowered to debar the trainees engaged in any mal-practice & mention the same in their report.

9. **Reporting and Recommendations:** The observers and flying squads have to submit comprehensive reports to the SSDEC within two days after the visit. These reports have to contain detailed observations, any identified irregularities, and recommendations for further improvements. The State shall collate the observation reports for the Examination and sent it to the Central Controller of Examinations, DGT for suitable action.

Your cooperation and proactive measures in this regard will be greatly appreciated.

Yours sincerely,

(CS Murthy)

Controller of Examination, DGT

Copy to:

1. PSO to the DG (T)

2. Principal Secretaries of all the State Governments/UTs dealing with Craftsman Training Scheme