

By Email

File No. MSDE-18011/08/CTS/CTS/Dec-21/2021-TTC
(FTS no. E-44186)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, DGT,
Kaushal Bhawan, New Moti Bagh,
New Delhi 110023
Date: 16 July 2025

To,
The Commissioners/ Director, Vocational Training/Skill Development, All States/ UTs,
The Directors, RDSDEs,
The Principals, NSTIs

Subject: Deputation of Observers and Flying Squads during CTS AITT July 2025 Main Examinations.

Dear Sir/Madam,

The Mains Examinations - 2025 for Craftsmen Training Scheme (CTS) trainees is scheduled from 17th July 2025 vide order of even number dated 11th July 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 and as per practice, it is reiterated that, the State Directorates shall 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 shall 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 shall consist of at least one officer from the State Directorate and one from the concerned RDSDEs/NSTIs.

- ii. The formation of flying squad should specify the schedule of examination and zone of visit. The flying squad should keep the copy of letter issued and a photo I.d. proof while visiting at exam Centre.
 - iii. The flying squad should visit the random samples of examination centers for surprise checks.
 - iv. 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 centers 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 during examination.
8. Observers / Flying Squads are empowered to debar the trainees engaged in any mal-practice and mention the same in their report.
9. Reporting and Recommendations: The observers and flying squads shall 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 send it to the Central Controller of Examinations, DGT for suitable action.

Your cooperation in this regard will be greatly appreciated.

Yours sincerely,




(Swati Sethi)

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



(Vidit Singh)

Deputy Director, DGT