

भारत सरकार / Government of India

कौशल विकास और उद्यमशीलता मंत्रालय/

Ministry of Skill Development and Entrepreneurship

प्रशिक्षण महानिदेशालय / Directorate General of Training

कौशल भवन, न्यू मोती बाग  
नई दिल्ली, 19 जून 2025

To,

The Principals/HoOs of NSTIs/ Govt. IToTs/ Pvt. IToTs

**Subject: Guidelines regarding the attendance of CITS trainees of session 2024-25 for the eligibility in upcoming AITT.**

References: z-20025/6/2022 O/o DIR(CFIs) dated 13<sup>th</sup> June 2024.

In continuation of even number letter dated 5th September 2024 and the letter on Implementation and Assessment of Revised CITS Curriculum (1200 Annual Learning Hours) dated 20th November 2023, the following guidelines are issued regarding the eligibility of CITS trainees for the All India Trade Test (AITT) scheduled to be held in July–August 2025. The revised CITS curriculum consists of following three main course components.

I. **Course Components and Attendance Requirements:**

- a. **Trade Technology and Training Methodology (1200 Hours):** Minimum 120 days (80% of total) of biometric attendance.
- b. **On-the-Job Training (OJT) / Group Project (150 Hours):** Minimum 15 days (80% of total) of biometric or physical attendance.

*For OJT where biometric attendance was not feasible; physical attendance must be supported by relevant documents such as MoUs with industry. For Group Projects, biometric attendance is mandatory, assuming the project is conducted within the institute.*

- c. **Optional Courses (240 Hours):** Completion of optional courses is not mandatory for eligibility in AITT.

II. **Mandatory Compliance:** Fulfilment of both (a) and (b) above is mandatory for eligibility to appear in the AITT (CITS). (Note: Excess attendance in one component cannot be adjusted against a shortfall in another)

- III. **Applicability:** These criteria are applicable to all regular trainees of session 2024-25, including those who were admitted late, assuming that extra classes were conducted to compensate for their delay in joining the course.

IV. **Attendance Validation in Special Cases:**

a. **OJT Attendance:**

Physical attendance during OJT can be considered, subject to submission of valid documentation (e.g., MoUs with industry). The Principal/Head of Office (HoO) must validate and approve such records.

b. **Biometric Failure Days:**

In situations where, biometric attendance could not be recorded due to issues such as machine malfunction or lack of internet connectivity. Offline attendance upto

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maximum of 10 working days may be considered with due verification/ recommendation of RDSDE.

c. **Individual Attendance Exceptions:**

- In exceptional cases (e.g., skin problems, Aadhaar update delays), where biometric attendance could not be marked despite physical presence, the Principal/HoO may verify and validate physical attendance. This may be considered subject to verification/ recommendation of RDSDE.
- In cases where trainees were unable to mark attendance due to significant transport disruption, physical attendance may be considered based on supporting documents (e.g., local authority advisories, transport closure notices) and must be validated by the Principal/HoO with the recommendation of RDSDE.

V. **Supplementary Exam Eligibility:**

Only those regular CITS trainees of session 2023–24 who:


- meet the attendance and formative assessment criteria, and
- have either failed in one or more subjects or missed the examination shall be eligible.

VI. **Cut off date for marking bio-metric attendance:**

The cut off date for marking bio-metric attendance for trainees for the academic session 2024-25 is upto 18.07.2025.

VII. **Role of RDSDEs:**

All NSTIs and Government/Private IToTs are required to send the final eligibility status (attendance) of their trainees to their respective RDSDEs on the SIDH portal for verification and onward submission.

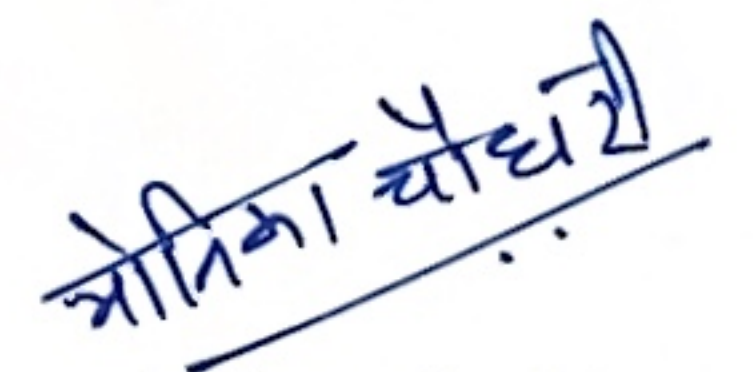


(हेमंत डी. गांजरे)

निदेशक, सीएफआई / परियोजना

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- Sr. PPS to DG(T)/SS, DGT
- DDG (Southern Region), DDG (Eastern Region) & DDG, DGT(H.Q.)
- Director, (TT & IT) Cell, DGT for kind information
- Regional Directors, All RDSDEs



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