

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

7th Floor,
DGT, Kaushal Bhawan, New Moti
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New Delhi 110023
Date: 19 November 2025

To,

- i. All the Directors of States/UTs (Dealing with Craftsmen Training Scheme)
- ii. All the Regional Directors, RDSDE
- iii. All the Principals, NSTIs

Subject: Deputation of Observers and Flying Squads during for CTS - Leftover/Supplementary Examination 2025-reg

The Leftover/Supplementary Examination 2025 for CTS trainees is scheduled from 15th December 2025 vide order of even number dated 14 November 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 view of the above, all the State Directorates dealing with Craftsmen Training Scheme (CTS) are requested to deploy observers and flying squads at 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 Procedures (SOPs) for deputing observers are as below:
 - i. The State may depute observers at any examination centres in the state.
 - ii. The appointment letter/ deputation letter has to be issued to the observers by the State Directorate.
 - iii. The observers must keep the copy of letter issued by the State Directorate and a photo Id proof while visiting the examination centres.
 - iv. The officers may be entitled to TA/DA as per respective State/ Central government service rules.
- 6. Standard Operating Procedures (SOPs) for Flying Squads are 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.
 - iii. The flying squad members should keep the copy of letter issued and a photo Id proof while visiting the examination centres.
 - iv. The flying squad should visit the random samples of examination centers for surprise checks.

- v. 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 have to submit comprehensive reports to the State Controller of Exam on the same day 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 submit to the SSDEC and the Central Controller of Examinations, DGT for suitable action.
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(Swati Sethi)

Director/ Controller of Examination, DGT

Copy to for information: 1. M/s NSEIT

(Vidit Singh)

Deputy Director, DGT