

DGT-11011/24/2022-O/o Dir (CFI) (e-50002)

भारत सरकार/Govt. of India

कौशल विकास एवं उद्यमशीलता मंत्रालय/Ministry of Skill Development &amp; Entrepreneurship

प्रशिक्षण महानिदेशालय/Directorate General of Training

Room No. 217, Second Floor, DGT, Kaushal Bhawan,  
New Moti Bagh, New Delhi-110023,

Dated: 09.01.2026

To

All the Regional Directors, RDSDEs, All the Principals of NSTIs, NSTI(W)s, Govt./Pvt. IToTs

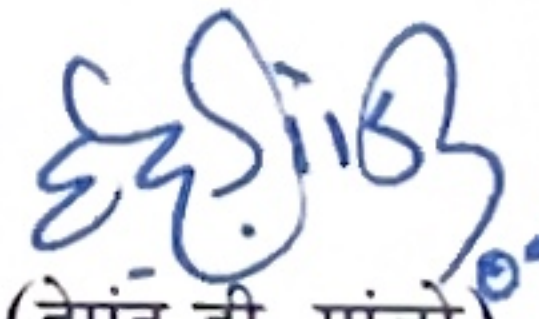
**Subject: - Programme of All India Trade Test of Craft Instructor under CITS (Annual System) Supplementary Exam for the academic sessions 2024-25 and 2023-24 in February 2026 regarding.**

It has been decided to conduct the All India Trade Test of Craft Instructor under CITS (Annual System) Supplementary Exam- February 2026 as per the programme given below: -

DATE	TIME	Engg. /Non-Engg. Trades	REMARKS
10.02.2026 (Tuesday) & 11.02.2026 (Wednesday)	09.30 AM to 06.00 PM	Trade Practical	
12.02.2026 (Thursday) & 13.02.2026 (Friday)	09.30 AM to 06.00 PM	Training Methodology (Practical)	
14.02.2026 (Saturday)	Computer Based Test (CBT) for Theoretical Subjects (Trade Theory, and Training Methodology) Time and venue of Examination Centres etc. will be printed on the Hall Ticket		

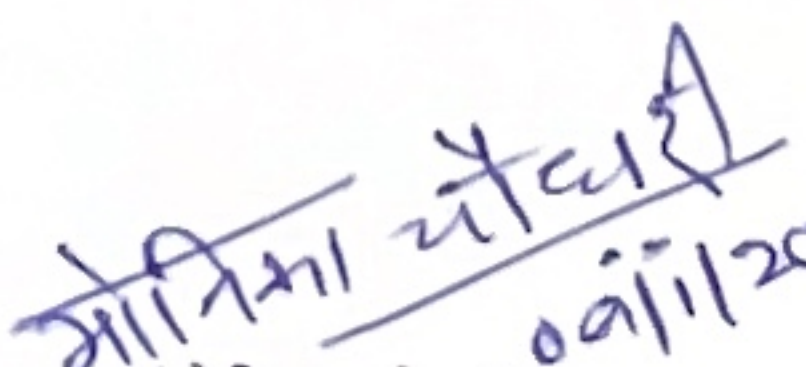
**(Lunch break from 01.00 PM to 01.30 PM for Practical Exam only)  
30 minutes time to be given to each trainee for Teaching Demonstration.****Note: -** The practical test may be conducted up to 6.00 PM on each day depending upon the duration of the question paper. The question papers (Password protected) of Engineering Drawing and Practical will be provided through e-mail by NIMI Chennai half an hour before the commencement of the exam on respective dates as per prevailing practice.

Detailed guidelines and instructions have been given in Annexure-I


  
(हेमंत डी. गांजरे) 09/01/26

निदेशक (सी एफ आई )

- Sr. PPS to DG/AS, DGT
- DDG (Southern Region), DDG (Eastern Region) & DDG, DGT(H.Q.)
- Executive Director, NIMI for kind information and necessary action
- Director, (TT & IT) Cell, DGT for kind information
- Deputy Director, IT- with request to post on DGT websites
- M/s. DEXIT Global Ltd. for kind information and necessary action
- SIDH Team for kind information and necessary action


  
(मोनिका चौधरी) 09/01/2026

प्रशिक्षण अधिकारी (सी एफ आई )



DGT-11011/24/2022-O/o Dir (CFI) (e-50002)

भारत सरकार/Govt of India

कौशल विकास एवं उद्यमशीलता मंत्रालय/Ministry of Skill Development &amp; Entrepreneurship

प्रशिक्षण महानिदेशालय/Directorate General of Training

Room No. 413, Second Floor, DGT, Kaushal Bhawan,  
New Moti Bagh, New Delhi-110023,

Dated: 09.01.2026

To

All the Regional Directors, RDSDEs, All the Principals of NSTIs, NSTI(W)s, Govt./Pvt. ITOTs

**Subject:- Activity schedule for AITT of Craft Instructor under CITS (Annual System)  
Supplementary Exam-February 2026 -regarding.**

Madam/Sir,

The Activity schedule of AITT of Craft Instructor under the CITS (Annual System) supplementary examination for the trainees of academic sessions 2024-25 and 2023-24 to be conducted from 10.02.2026 to 14.02.2026 is as mentioned below:-

Sr. No.	Activities	Start Date	End Date	Action by
<b>Trainee Eligibility and Exam Fees Activity Schedule</b>				
1	Submission of CBT and Practical fee on SIDH Portal	12.01.2026	20.01.2026	Trainees
<b>Examination Activity Schedule</b>				
2	Practical Exam Center Mapping	23.01.2026	28.01.2026	RDSDE with State Directorate
3	Practical Exam Hall Ticket Generation	02.02.2026	04.02.2026	M/s DEXIT Global Ltd (erstwhile NSEIT)
4	Practical Hall Ticket Download	05.02.2025	13.02.2026	Trainee
5	Practical Examiner Mapping and Approval	05.02.2026	13.02.2026	RDSDE
6	<b>Practical Examinations</b>	<b>10.02.2026</b>	<b>13.02.2026</b>	NSTI/Govt ITOT/Govt ITI
7	Uploading of Practical Exam Mark on SIDH Portal	10.02.2026	16.02.2026	External Examiner
8	Final verification of Practical Exam Marks by Approver of RDSDE	10.02.2026	18.02.2026	RDSDE Approver
<b>Computer Based Test (CBT) Activity Schedule</b>				
9	CBT Center Mapping	23.01.2026	28.01.2026	M/s DEXIT Global Ltd.

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10	CBT Hall ticket Download	02.02.2026	14.02.2026	SIDH Portal
11	<b>Computer Based Test (CBT)</b>		<b>14.02.2026</b>	M/s DEXIT Global Ltd
12	<b>Declaration of Result</b>		<b>25.02.2026</b>	SIDH Portal

You are requested to take appropriate action accordingly.

This issues with the approval of the competent authority.


Yours Sincerely,

  
(हेमंत डी. गांजर)

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Copy to: -

- Sr. PPS to DG/AS, DGT
- DDG (Southern Region), DDG (Eastern Region) and DDG, DGT(H.Q.)
- Executive Director, NIMI for kind information and necessary action
- Director, (TT & IT) Cell, DGT for kind information
- Deputy Director, IT- with request to post on DGT websites
- M/s. DEXIT Global Limited for kind information and necessary action
- SIDH Team for kind information and necessary action

  
(मोनिका चौधरी)

प्रशिक्षण अधिकारी (सी एफ आई )



No. DGT-11011/24/2022-O/o Dir (CFI) (E50002)

**GENERAL GUIDELINES AND INSTRUCTIONS****A. Eligible Trainees**

- Eligible trainees include: - Ex-Failed/Absent trainees of CITS (Annual System) of academic session 2024-25 and Supplementary trainees of session 2023-24.
- Trainees are requested to check the notification on the SIDH Portal for generation of Hall Tickets.
- All eligible trainees will be registered on SIDH portal. Trainees without Portal-generated Hall Ticket will not be allowed to appear in the examination (Both CBT and Practical).

**B. Examination Fee**

- Kindly note that examination fee for CBT as well as Practical(Either Trade Practical or Training Methodology Practical or both) will be collected ONLINE on SIDH Portal**

**(a). Computer Based Test(CBT):-**

As per letter no. MSDE – 18011/06/CTS Tender/2022-TTC (e-file- 33531) dated: 03<sup>rd</sup> September 2021 examination fees are given below:

S NO	Trade Type	Grouping of Trade	CBT (No. of Paper)	Fee Amount (Rs.)	Remarks
1	Engineering/ Non-Engg	Draughtsman Group/ Non - Draughtsman Group/Non-Engg	02	376/-	(Rs. 163/- per Paper) + Rs. 50/- NIMI charges for all category trainees
2	Engineering/ Non-Engg	Draughtsman Group/ Non - Draughtsman Group/Non-Engg Trades	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees

**(b) Practical:-**

As per letter no. DGE&T-E-1101/1/2011-TC(Desk) dated: 12<sup>th</sup> September 2011 practical examination fee(Either Trade Practical or Training Methodology Practical or both) will be collected as given below:-

For General/OBC candidates:- Rs. 250/- (Rs. 200 as examination fee + Rs.50/-NIMI charges)

For SC/ST/PWD/EWS candidates :- Rs. 100/- (Rs. 50 as examination fee + Rs.50/-NIMI charges)

**C. Venue of Exam / Exam Centres**

- Exam Centre for CBT shall be held at the nearest location of NSTIs(G) / NSTIs (W)/ (Govt. & Pvt.) IToTs or designated exam centres of the Examining Agency.
- All Trade Practical & Training Methodology Practical will be conducted at NSTIs/State Govt. IToTs/Govt. ITIs for all trainees.
- The mapping of exam centre shall be taken by the concerned RDSDEs in consultation with State Directorate on SIDH Portal as per Activity Schedule. No request for change in the exam centre shall be entertained in any case.

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**D. Role of Regional Director, RDSDE: -**

- i. Responsible for the smooth conduction of the examination.
- ii. Appointment and availability of Examiners/Evaluators for Trade Practical and Training Methodology Practical examination on SIDH Portal as per activity schedule.
- iii. All RDSDEs to ensure through the deployed officers that all exams (CBT, Trade Practical and Training Methodology Practical) are Video graphed.
- iv. Ensure arrangement of CCTV surveillance at entry, exit and examination rooms and recording of CCTV footage will be ensured. The recording will be kept with the examination in charge so as to produce the same as and when required for future reference.
- v. Receiving of password for question paper of Trade Practical from NIMI, Chennai and forwarding to NSTI/IToT /Govt ITI/Examination centre
- vi. Ensure timely evaluation of Trade Practical & Training Methodology (Practical) examination and uploading of practical examination marks on SIDH Portal through examiner/evaluator by concerned examination centre/institute
- vii. Final verification of uploaded marks with the hard copy of Evaluation/Result sheet submitted by examiner/evaluator.

**E. Role of NIMI / M/s DEXIT Global Limited: -**

- ii. Registration of trainees and submission of examination (CBT/Practical) fee on SIDH Portal
- iii. Redressal of grievances raised by trainees i.r.o. fee submission for CBT/Practical.
- iv. Planning of Computer Based Test (CBT) for the trainees registered on SIDH portal for appearing in AITT of Craft Instructor under CITS Annual System – February 2026
- v. Centre Mapping for CBT by M/s DEXIT Global Limited (erstwhile NSEIT) for all eligible trainees appearing for examination
- vi. Generation of Admit Cards / Hall Tickets by M/s DEXIT Global Limited
- vii. Smooth conduct of examination.

**F. Role of SIDH team:-****1. Examination Schedule & Registration:**

- Enable Trainee Onboarding and Verification on SIDH portal.
- Enable SIDH portal for publishing of Exam Schedule by the Directorate General of Training (DGT) Department.

**2. Attendance and Formative Assessment (FA) Management:**

- Provide an interface for Institutes to record Trainee Attendance and input Formative Assessment marks.

**3. Fee Collection:**

- Facilitate receipt of CBT/Practical Exam Fees online from eligible Trainees.

**4. Data Collation & Admit Card Download:**

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- Collate Fee Payment Data and Centre Mapping Data through APIS in coordination with NIMI and DEXIT Global Limited.
- Download Admit Cards/Hall Tickets via SIDH Portal

#### 5. Examination Conduct:

- Provide interface to conduct exams on the SIDH portal according to the Examination schedule.

#### 6. Practical Marks Entry & Approval:

- Facilitate entry and approval of Trainee Practical Examination marks & Training Methodology (Practical) examination marks.

#### 7. Results Publish:

- Publish Trainee results.
- Enable trainees as well as relevant Stakeholders to download Marksheets and Certificates from the Portal.

#### Application Support & Issue Management:

##### 1. Support Management:

- The Application Management and Support (AMS) team will handle the Operational queries and issues for Trainees and other Stakeholders.

#### G. Examination Pattern, Question Paper and Duration of Examination: -

##### CBT Examination Pattern:-

##### a. Applicable for the eligible trainees of the academic session 2023-24 onwards.

There will be two CBT (i) Trade Theory (Professional Knowledge) and (ii) Training Methodology (Professional Knowledge) of two hours duration each. The detail of CBT exams for all 03 groups under CITS is given below: -

Sr. No.	Trade Type	Name of Grouping of Trade	Subject	No. of CBT Questions		Total Marks) (2 marks for each question)	
				Subject-wise no. of Question	Cumulative	Subject-wise marks	Cumulative
1	Engg.	Non-Draughts man	Trade Theory	38	50	76	100
			Engineering Drawing	06		12	
			Workshop Calculation and Science	06		12	

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			TM Theory under Training Methodology	Training Methodology Theory	50	50	100	100
2	Engg.	Draughtsman	Trade Theory under Trade Technology	Trade Theory	38	50	76	100
				Workshop Calculation	06		12	
				Workshop Science	06		12	
			TM Theory under Training Methodology	Training Methodology Theory	50	50	100	100
3	Non-Engg.	All trades of Non-Engineering	Trade Theory under Trade Technology	Trade Theory	38	50	76	100
				Soft Skills Theory	12		24	
			TM Theory under Training Methodology	Training Methodology Theory	50	50	100	100

**The passing marks percentage for Theoretical papers will be 40% and for Practical papers and Formative Assessments will be 60%.**

- i. Question papers and Bill of Material for Trade Practicals will be provided by NIMI, Chennai to the Regional Directorate concerned.
- ii. Bill of Material will be provided at least 15 days before the commencement of the Trade Practical exam to enable them to procure raw material well before the exam. The exam centre should ensure the timely purchase of raw materials as per the Bill of Material provided for Practical examinations well before the schedule of the exam. The exam centre shall ensure the readiness of examination room/ hall workshops and equipments well before the scheduled examination date.
- i. NSTIs / IToTs (Govt. & Private) will bear the expenses associated with AITT such as procurement of raw materials/stationery for examination, remuneration of invigilators/staff engaged in examination, evaluation charges to external examiners, Videography etc.
- ii. Question papers for Trade Practicals will be provided by NIMI, Chennai to the Regional Directorate concerned. Regional Directorate concerned will provide the same to all exam Centres through Password protected email and the Password will be shared 30 minutes before the scheduled time of the exam via e-mail.
- ii. Facility for multiplication of Trade Practical question papers must be available in-house in the exam centre. Photocopy of question paper from outside of the exam centre or movement of question paper outside the exam centre premises before completion of the exam is strictly prohibited.
- iii. The concerned Trade Testing Center must ensure that unit, trade and exam-wise attendance sheets of trainees appearing for examination are prepared before the day of the examination. The same must include the Roll Number as per the SIDH portal and should be provided to the Examiner for a concerned unit.

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- iv. Concerned Trade Testing Centre shall be held responsible for any malpractice, or leakage of the question paper.

#### **H. Instructions for Trainees Appearing in the Examination: -**

- i. All trainees must **USE ONLY SIDH ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD/HALL TICKET** during the examinations.
- ii. Trainees must cross-check their personal details and details of exams printed on the admit card /hall ticket at the time of downloading. If any discrepancy is observed, kindly intimate so that corrective action can be taken in time.
- iii. All trainees must report at the exam centre at least one hour before the time of commencement of the exam.
- iv. The trainee/examinee must use half an hour of extra time given before the exam to fill all the details correctly on the Answer Sheet of Practical exams as printed on the admit card/hall ticket. The examinee is solely responsible for the particulars filled by him and no grievance/classification shall be entertained in this regard.
- v. For any other clarification, the trainees may contact the concerned NSTI's/RDSDEs/NIMI helpline number from time to time. **They may also visit the DGT website (dgt.gov.in) and SIDH Portal** from time to time for any additions and alterations to the above information.

#### **I. Appointment of Examiner and Standard Operating Procedure:-**

- i. Appointment of Examiner-Regional Director, RDSDE shall prepare a panel of Examiner / Evaluator on SIDH Portal
- ii. Examiner/Evaluator Qualification - The examiner/evaluator called for evaluation should have the minimum technical qualification of a Diploma in the respective engineering/non-engineering discipline with at least 02 year experience in teaching/training in relevant field. In case sufficient diploma holders are not available then an instructor having qualification of NTC/NAC with a minimum 03 years of teaching experience may also be appointed as examiner. Retired ITI instructors with requisite qualification and experience may also be considered.
- iii. Deputation of Examiner for No. of units in concerned trade will be decided by Regional Director keeping in view availability of examiners. In ideal conditions, one examiner shall evaluate 02 units in the practical examination of the concerned trade in one session/exam i.e. at least one external examiner must be appointed for every 2 units of trainees appearing for the examination. However, final decision lies with Regional Director.
- iv. External Examiner / Evaluator will evaluate the Trade Practical/TM Practical, prepare the evaluation sheet and upload practical marks on SIDH Portal within stipulated time as per activity schedule. Original evaluation sheet will be submitted to T.T. Cell.
- v. The Trade Practical should be evaluated at the respective Trade Testing Centre (TTC) by the examiner/evaluator and the evaluated Practical jobs/Lesson Plan/Demonstration plan etc. should be preserved for six months.
- vi. Invigilators on duty should ensure that the trainee fills in all the details correctly like Roll Number (as per Admit Card/ Hall Ticket), Year, Paper etc. in the prescribed place. The wrong entry of data may affect the result of that paper.
- vii. The examiner should report at the exam centre at least one hour prior to the commencement of the examination and report to the Controller/Superintendent of Exam at respective exam centre..
- viii. The examiner should get an attendance sheet of trainees having a photograph of the trainee from the exam centre in charge.

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**J. Appointment of Observer and Standard Operating Procedure: -**

- i. The Regional Director shall appoint a Centre observer for all exam centres on each day of the examination. The observer will submit a report to the CFI Section within 01 week from the last date of the trade test through RD with a copy to the Controller of Examination.
- ii. The appointment letter/deputation letter has to be issued to the observer by concerned RDSDE specifying the schedule of examination and list of exams centres.
- iii. The observer should keep a copy of the letter issued and a photo ID proof while reporting at the exam centre.
- iv. The observer should report to the exam centre in charge at the exam centre at least one hour prior to the commencement of the examination.
- v. The observer should be available for full-time of examination if deputed for a single exam centre.
- vi. The observer should submit a detailed report of the day-to-day activity of the examination along with a video recording of the examination to the deputing authority / Controller of the examination.
- vii. In case some major deviations from the prescribed norms in conducting the examinations are brought to the notice of authorities' stringent action will be taken by DGT leading to debarment of the examinee or cancellation of concerned trade test.

**K. Appointment of Flying Squad and Standard Operating Procedure: -**

- i. The Regional Director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for a surprise check and submit the report to the Regional Director with a copy endorsed to DGT, highlighting the various observations made during the visit. The report should be submitted within 02 days from the last date of the trade test.
- ii. The flying squad should keep a copy of the letter issued and a photo ID proof while visiting the exam centre.
- iii. The flying squad should visit the trade testing centre for a surprise check and submit the report to the Regional Director, RDSDE with a copy endorsed to DGT, highlighting the various observations made during the visit.

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