No. MSDE-18013/05/ATS/Oct./2018-TTC
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
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Employment Exchange Building, Library Avenue,
Pusa Road, New Delhi, Dated 16th January, 2019

To,

    (i) All the State Apprenticeship Advisors dealing with Apprenticeship Training Scheme.
    (ii) The Regional Directors of Apprenticeship Training- Kanpur, Chennai, Mumbai, Kolkata, Faridabad, Hyderabad, Chandigarh and Guwahati.

Subject: - Declaration of result of 108th All India Trade Test for Apprentices under Apprenticeship Training Scheme held in December, 2018 through Apprenticeship Portal- regarding.

Sir,

    Kindly refer to this office letter of even no. dated 08.10.2018 regarding conduct of 108th AITT under ATS held in November/December, 2018 and email dated 08.01.2019 regarding declaration process of result. In this regard, it is to inform that marks obtained by apprentices have to be uploaded in Apprenticeship Portal for declaration of result through Apprenticeship portal by the following:-

Sl. No.	Functionality	Action to be done	Navigation Steps
01.	Apprentice Sessional Marks Upload	Establishment	Menu→Apprenticeship → All India Trade Test → Apprenticeship Sessional Marks→ Create & Edit
02.	Apprentice Final & Supplementary marks Upload (other than sessional marks)	RDAT, SAA, AAA	MENU→ Apprenticeship → All India Trade Test → Apprentice Marks Upload→ Upload

(A.) Process Flow for Sessional Marks under "Create and Edit" menu:-

Step1:- Navigate to the page by using above navigation steps.

Step2:- Select Session, Establishment and Trade from the drop-down list and then click on search, after clicking on search a popup will open in which list of your apprentice will appear.

Step3:- Check the check-boxes and fill in the respective marks in front of each Apprentice.

Step4:- After filling in the sessional marks, click on submit in order to save their sessional marks.

NOTES:-
- Establishment has the rights to "Create or Edit" sessional marks for those Apprentices which are under their jurisdiction.
- If Apprentice has selected NCVT or SCVT while applying for AITT Exam, then he / she is exempted from Workshop Calculation & Science and Engineering Drawing subject.

- There are no sessional marks in Employability Skill subject.

(B.) Process Flow for Final and Supplementary Marks upload:-

Step1:- Navigate to the upload page by using above mentioned navigation steps.

Step2:- Select Trade Type from the drop-down (i.e. Engineering or Non-Engineering) then click on Download Template to Download Standard Template from the portal which is based on the trade type to upload the Apprentice marks.

Step3:- Fill the required data in the template as per the instructions given in the template.

Step4:- From the page choose the correct excel file to upload and then click on upload button.

Notes:-
- After uploading the Template, Error and Success count will be displayed on the page alongwith the list of errors.
- RDSDE/RDAT, SAA and AAA has the rights to upload Final and Supplementary Marks for those Apprentices which are under their jurisdiction.
- Before uploading supplementary marks, you have to first upload Final marks of the Apprentice.
- If Apprentice has selected NCVT or SCVT while applying for AITT exam, then he/she is exempted from Workshop Calculation & Science and Engineering Drawing Subject.

The online exam marks has been already provided to all the concern through email. The result of 108th AITT exam has to be processed and declared through Apprenticeship Portal by concerned RDSDE/SAA. The e-Marksheet and e-NAC may also be issued through apprenticeship portal itself.

In view of above, all the concern RDSDE/RDAT/SAA/AAA/Establishment related to 108th AITT under ATS exam are requested to upload the Sessional, Practical, Engineering Drawing & Theoretical subject marks latest by **22.01.2019** in Apprenticeship Portal, so that the result may be processed and declared without any further delay.

Yours faithfully,

(K. Singh)
Deputy Director of Training
For Director (TTC)