

**STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL
TRAINING, ODISHA, UNIT-VIII, NEAR RAJ BHAWAN,
BHUBANESWAR-12.**

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No. 656 /dt. 31.1.18

From

Sri B.Badhai,
Controller of Examinations.

To

The Principals of Government & Private ITIs/
Centre Superintendents of all TTCs of AITT Jan. 2018/
& Principals of all Nodal Centres.

Sub: Delivery of blank OMR Answer Books & ED sheets at the Nodal Centres & distribution of the same to TTCs for AITT Jan.2018 – regarding.

Sir,

In inviting a reference to the subject cited above, I am to say that the blank OMR Answer Books and Engineering Drawing sheets are being despatched to the Nodal Centres of each district (**as per list in Annexure-1**) for distribution of the same by Nodal Centres to different Trade Testing Centres of their districts. The following procedures are to be followed by various stake holders for distribution of the above materials to TTCs.

For all Govt. & Private ITIs

1. As Hall Tickets have been generated by the Council for eligible trainees, all the ITIs are instructed to deposit 2 sets of latest Hall Ticket Eligibility report downloaded from NCVT MIS Portal along with form fill-up fees deposit receipt by 01.02.18 at the Nodal Centres for issue of required no. of OMR Answer Books & ED sheets in respect of the ITIs and as a record for number of trainees eligible for appearing the AITT January 2018.
2. The ITIs will also prepare a report of eligible trainees as per the format given below and submit the same at the TTC.

Sl. No.	Name of the ITI	Semester	Trainee Count as per Hall Ticket Eligibility Status YES	No. of OMR Answer Books required	No. of ED sheets required (1 sheet per 2 trainees)

For all TTCs

3. The TTCs will prepare a consolidated report in the format given below based on the data submitted by tagged ITIs and submit copy of the same along with one set of documents mentioned at Sl. No.1 above at the Nodal Centres to receive blank OMR Answer Books & ED sheets for their TTCs.

Sl. No.	Name of the ITI	Semester	Trainee Count as per Hall Ticket Eligibility Status YES	No. of OMR Answer Books required	No. of ED sheets required (1 sheet per 2 trainees)
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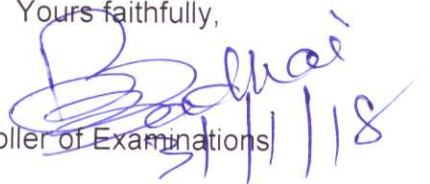
4. The surplus OMR ABs and ED sheets shall be returned to Nodal Centre after completion of examination along with proper accounts of utilisation as per the format given below.

Sl. No.	Name of the TTC	OMR Accounts			ED Sheet Accounts		
		Received	Utilised	Balance	Received	Utilised	Balance

For Nodal Centres

5. The Nodal Centres will receive the materials from the staff deputed by the Council with proper receipt.
6. Each ED sheet shall be used for 2 trainees and they should be distributed to the TTCs accordingly.
7. The round Seal of the Nodal Centre shall be fixed at top left and bottom right corner so that after tearing the ED sheet to two equal parts, each part will have Nodal Centre Seal. Further, one authorised officer of the Nodal Centre will put his signature inside the round seal for ensuring authenticity of the ED sheets.
8. OMR & ED sheets shall be issued to a TTC on the basis of eligible trainee count (no. of trainees, whose Hall Ticket Generated status is **YES**), submitted by the TTC in respect of tagged ITIs with proper receipt.
9. Buffer stock has been provided to meet the emergency requirement of the TTCs in their district.
10. After completion of examination, OMR & ED sheet utilisation Accounts shall be submitted by the Nodal Centres for reconciliation at Council level.
11. District wise TTC wise tagged ITI wise list of approximate requirements of OMR & ED sheets are being sent to the Nodal Centres by mail for reference.
12. The ITIs, against which trainee count has been posted ZERO, OMR & ED sheets shall not be issued to concerned TTCs in favour of those ITIs until clearance is given from the Council.

Yours faithfully,


Controller of Examinations

List of Nodal Centres for AITT January 2018

Sl. No.	Districts	Name of the Nodal Centre
1	Anugul	Govt. ITI Talcher
2	Balasore	Govt. ITI Balasore
3	Bargarh	Govt. ITI Bargarh
4	Bhadrak	Govt. ITI Anandapur
5	Bolangir	Govt. ITI Bolangir
6	Boudh	Govt. ITI Boudh
7	Cuttack	Govt. ITI Cuttack
8	Deogarh	Govt. ITI Barkote
9	Dhenkanal	Govt. ITI Dhenkanal
10	Gajapati	Govt. ITI Gajapati
11	Ganjam	Govt. ITI Berhampur
12	Jagatsinghpur	MITI Cuttack
13	Jajpur	Govt. ITI Jajpur
14	Jharsuguda (including ITC Sundargarh)	Govt. ITI Jharsuguda
15	Kalahandi	Govt. ITI Bhawanipatna
16	Kandhamal	Govt. ITI Phulbani
17	Kendrapara	SIPT Pattamundai
18	Keonjhar	Govt. ITI Barbil
19	Khurda	Govt. ITI BBSR
20	Koraput	Govt. ITI Ambaguda
21	Malkangiri	Govt. ITI Malkangiri
22	Mayurbhanj	TTI, Takatpur
23	Nawarangpur	Govt. ITI Umakote
24	Nayagarh	Govt. ITI Nayagarh
25	Nuapada	Govt. ITI Khariar Road
26	Puri	Govt. ITI Puri
27	Rayagada	Govt. ITI Rayagada
28	Sambalpur	Govt. ITI Hirakud
29	Sonepur	Govt. ITI Sonepur
30	Sundargarh(except ITC Sundargarh)	Govt. ITI Rourkela