

Process steps for 110 ATS AITT - 2nd Round

#	Process Step	Responsibility	Using Portal functionality	Remarks																				
1	Online AITT application form filling and submission.	Apprentices.	Apprenticeship.gov.in > AITT Online Examination	As per schedule.																				
2	Approval of exam form submitted (by apprentices) by their establishments.	Establishments.	Menu > Apprenticeship > AITT Exam Queue > Pending Queue List.	As per schedule. Through their login.																				
3	Entry of Sessional subject marks on portal by establishments. Sessional marks details:	Establishments.	Menu > Apprenticeship > Apprentice Sessional Marks > Create / Edit. (Only using this Menu, No upload using Excel template) Note: Establishments need only to: a) Enter applicable subject Sessional marks and b) Upload Practical and ED (if applicable) Main Marks. Other marks (online theory subjects) will be uploaded by DGT HQ.	Steps 1 and 2 should have been completed. Through their login. To get Hall Tickets, Pass in all eligible sessional subjects is mandatory. MM - Max Marks PM - Pass Marks TT - Trade Theory WCS - Workshop Calculation & Science ED - Engineering Drawing PR - Practical HT - Hall Ticket																				
	<table border="1"> <thead> <tr> <th>Sub</th> <th>MM</th> <th>Pass %</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>TT</td> <td>20</td> <td>40%</td> <td>8</td> </tr> <tr> <td>WCS</td> <td>10</td> <td>40%</td> <td>4</td> </tr> <tr> <td>ED</td> <td>20</td> <td>40%</td> <td>8</td> </tr> <tr> <td>PR</td> <td>100</td> <td>60%</td> <td>60</td> </tr> </tbody> </table>				Sub	MM	Pass %	PM	TT	20	40%	8	WCS	10	40%	4	ED	20	40%	8	PR	100	60%	60
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If apprentice FAILS in any one of the Sub, then HT will not be generated by system.																								
4	Uploading of Practical and Engineering Drawing (ED) Main marks on portal by establishments.	Establishments.	Menu > Apprenticeship > Apprentice Marks Upload > Upload. (using specified excel template, only A Number, Practical, and ED [if applicable need to be filled in] to be filled in, other columns to remain unfilled).	Steps 1 and 2 should have been completed. Through their login. Establishments have to conduct Practical examination of apprentices within a month of training end date.																				
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5	Online exam centre mapping by Exam Agency.	DGT Online Exam conducting Agency.		Steps 1, 2, and 3 are mandatory.																				
6	Downloading of Hall Tickets.	Apprentices / Their Establishments	Apprentices > Apprentice Profile. (public portal)	Establishments from their login.																				
7	Examination conduction.	DGT / Exam Agency.																						

- 1) **Eligibility: Apprenticeship completion on or before 15.04.2020 and Contract (Processed) is available in portal.**
- 2) **Above process steps are inter-dependent. Hence, to be carried out in that sequence only.**
- 3) **Apprentices who applied during 1st phase and could not attend the exam, need not apply again. They will get revised Hall Tickets and can appear for 2nd round.**
- 4) **Those who have already attended exam in 1st phase (at least one subject), will not be allowed to apply in 2nd round.**