

GOVERNMENT OF DELHI

INDUSTRIAL TRAINING INSTITUTE

PUSA: NEW DELHI-110012

NO.F.I.T.I.P-5(7)/Exam./TK./2016/

Dated:

OFFICE ORDER

Reference to DGET letter programme for the All India Trade Test of Craftsmen (BBBT of one year duration and Advance Modules of 6 months duration) under the scheme "Centre of Excellence" to be held in March 2016 (w.e.f 01.03.2016) **Sh Neeraj Kumar, G.I.** is hereby appointed as Exam. Superintendent for the above said Exams by the undersigned and the following Staff will perform the duties as mentioned against their name as under:-

S.No.	Name of the Officials	Nature of Work/Duty
1.	Sh KK Seewal, G.I.	Control Room In charge
2.	Sh. Subhash Sharma, C.I., Sh. Deepak Shakya, CI, Sh. Rajesh Dutt, CI, Sh. Sanjeev Rath, CCI, Sh. Rajeshwar, WSA	Assistance to Control Room In charge
3.	Sh. Mahesh Kumar CI.	Seating arrangement / Display of Chart in Admn. Block
4.	Sh. Praveen Kr Sharma, C.I. Sh. Ashok Kumar.	"C" form preparations & Assistance to Control Room Incharge
5.	Sh. Mahipal CCI, Smt Ravita Gupta CI	Checking staff at entrance gate
6.	SH. Ashish Jaiswal CCI	Electrical maintenance work.
7..	Smt Harshita <i>Sinnel</i>	For serving Drinking water in the class room

All the staff members/ officials shall make themselves available for invigilation duty for said examination with the direction to report the Exam Supdt. / Control room in charge half an hour before the actual start time of Examination days. Sh. Praveen Sharma, CI will submit the answer sheet to the Exam branch.

The Exam Supdt. shall submit the absentee report of C.I./CCI (invigilators) to the undersigned after the making alternate arrangement from reserved staff in place of absentee with the reasons of absentee not reported on duty as assigned.

All the sections/Classes in Admin Block shall remain suspended w.e.f. 01.03.2016 to 03.03.2016 (Except MABP & MABR) for smooth conduction of above mentioned examinations.

Action shall be taken to the defaulter as per CCS (CCA) rules. No leave of any kind will be allowed to the concern staff during the exam (Theory & Practical) period i.e. 01.03.2016 to 10.03.2016.

(LOK PAL)
PRINCIPAL

NO.F.I.T.I.P-5(7)/Exam./TK./2016/ 2175

Dated: 19/02/16

Copy to following for information & necessary action:

1. AIT (Exam), DTTE, Delhi for information please.
2. Sh. Neeraj Kumar, G.I., ITI Pusa with the direction to get noted the General Instructions/Guidelines regarding the said exam. From the all concerned staff.
3. *W.S.* Sh KK Seewal, G.I. / Control room In charge. ITI Pusa, New Delhi-12.
4. Main Notice Board

✓ Ms. Seema Saini to upload the exam on website

(LOK PAL)
PRINCIPAL