

कौशल भवन, न्यू मोती बाग
नई दिल्ली, 20 अप्रैल 2026

To,

The Principals/HoOs of NSTIs/ Govt. IToTs/ Pvt. IToTs

Subject: Guidelines regarding the attendance of CITS trainees of session 2025-26 for the eligibility in upcoming AITT.

In reference to the latest CITS Curriculum, the following guidelines are issued regarding the eligibility of CITS trainees for the All India Trade Test (AITT) scheduled to be held in June-July 2026:

- I. **Course Components and Attendance Requirements:**
 - a. **Trade Technology and Training Methodology (1200 Hours):** Minimum 120 days (80% of total) of biometric attendance.
 - b. **On-the-Job Training (OJT) / Group Project (150 Hours):** Minimum 15 days (80% of total) of biometric or physical attendance.
For OJT where biometric attendance was not feasible; physical attendance must be supported by relevant documents such as MoUs with industry. For Group Projects, biometric attendance is mandatory, assuming the project is conducted within the institute.
 - c. **Optional Courses (240 Hours):** Completion of optional courses is not mandatory for eligibility in AITT.
- II. **Mandatory Compliance:** Fulfilment of both (a) and (b) above is mandatory for eligibility to appear in the AITT (CITS). (*Note: Excess attendance in one component cannot be adjusted against a shortfall in another*)
- III. **Applicability:** These criteria are applicable to all regular trainees of session 2025-26.
- IV. **Attendance Validation in Special Cases:**
 - a. **OJT Attendance:**
Physical attendance during OJT can be considered, subject to submission of valid documentation (e.g., MoUs with industry). The Principal/Head of Office (HoO) must validate and approve such records.
 - b. **Biometric Failure Days:**
In situations where, biometric attendance could not be recorded due to issues such as machine malfunction or lack of internet connectivity. Offline attendance upto maximum of 10 working days may be considered with due verification/ recommendation of RDSDE.

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c. **Individual Attendance Exceptions:**

- In exceptional cases (e.g., skin problems, Aadhaar update delays), where biometric attendance could not be marked despite physical presence, the Principal/HoO may verify and validate physical attendance. This may be considered subject to verification/recommendation of RDSDE.
- In cases where trainees were unable to mark attendance due to significant transport disruption and extreme medical conditions, relaxation may be considered based on supporting documents (e.g., local authority advisories, transport closure notices) and must be validated by the Principal/HoO with the recommendation of RDSDE.

v. **Supplementary Exam Eligibility:**

Only those regular CITS trainees of session 2024-25 who:

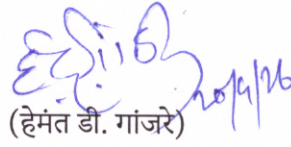
- meet the attendance and formative assessment criteria, and
- have either failed in one or more subjects or missed the examination shall be eligible.

vi. **Cut off date for marking bio-metric attendance:**

The cut off date for marking bio-metric attendance for trainees for the academic session 2025-26 is upto **29.05.2026**.

vii. **Role of RDSDEs:**

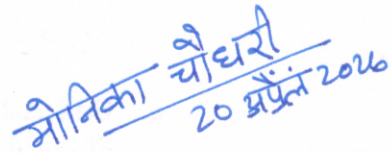
All NSTIs and Government/Private IToTs are required to enter the final eligibility status (attendance) of their trainees to their respective RDSDEs on the SIDH portal for verification and onward submission.


(हेमंत डी. गांजरे)

निदेशक, सीएफआई / परियोजना

Copy to:

- PPS to DG(T), DGT
- DDG, DGT(Hq.), DDG (Southern Region), DDG (Eastern Region)
- Director, (TT & IT) Cell, DGT
- Regional Directors, All RDSDEs
- Executive Director, NIMI
- SIDH team


मोनिका चौधरी
20 अप्रैल 2026

(मोनिका चौधरी)

प्रशिक्षण अधिकारी, सीएफआई