



Training & Exam Procedure  
*for*  
EPP Upgradation  
(Telecom, Civil, Electrical and Finance)  
for offline training of Core Module

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ALTTC, Ghaziabad

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**Annexure-I**  
**Training & Exam Procedure for EPP Upgradation**  
**(Telecom, Civil, Electrical and Finance)**  
**for offline training of Core Module**

**1 Late Joining**

All trainees shall report for training positively in the forenoon of the date of commencement of the training.

**2 Holidays**

The trainees will be permitted to avail the holidays admissible to the instructional staff of the training center.

**3 Leave**

In the EPP upgradation training program, no leave shall be permitted. However, in exceptional circumstances such as sickness etc. maximum leave permissible will be for **01 day**. The class in-charge is authorized to grant casual leave on emergency ground up to a maximum period of **one day**. Application for leave on medical ground should be supported by medical certificate from a Registered Medical Practitioner. All leave cases will have to be regularized under departmental rules by their parent units.

**4 Authorized/Un-authorized absence from classes**

Any absence of a trainee during the training period without sanction of leave including over stay in continuation of sanctioned leave will be treated as **unauthorized absence**. This will also amount to an act of indiscipline for which his/her training may be terminated and the case will be reported to parent unit.

**5 Discharge from Training centre**

Principal of training centre is empowered to discharge the trainee from training centre under following circumstances.

- i. When trainee remains absent for more than one day.
- ii. When trainee is guilty of misconduct.
- iii. When trainee is caught copying or using other unfair means in test.

## **6 Misconduct**

If a candidate is guilty of misconduct of any type, the Incharge of the training centre will be competent to remove him from training centre after making an enquiry into his case. The candidate will be sent back to the unit from which he/she has come. A detailed report of the circumstances under which the candidate was sent back from training centre will be sent to the competent authority, who will then take further disciplinary action against such candidate.

## **7 Training**

- i. The management module for Paper-I will be self-studied by the candidates before joining for technical training.
- ii. The technical Module for Paper-II will be FOUR days face to face classroom based training at respective training centers.
- iii. On completion of FOUR Days face to face technical training, the class incharge will complete the training completion activity in CTMS by relieving the candidate in to appear for the exam.
- iv. No physical copy of study material/Handout will be given to trainees. However, the content can be downloaded from Digital library in CTMS

## **8 Exams**

- i. Exams for EPP Upgradation training will be conducted in Online mode on CTMS the next working day after completion of his/her training. The exam will be conducted under the supervision of SDE/AGM (Exam) of the training center.
- ii. The exam will be conducted separately for Paper-1 (Management Module) and Paper-2 (Technical/Core module). The qualifying marks for EPP Upgradation exam are **50% in each paper**. The online test will be of **MCQ type questions without any Negative marking**.
- iii. The result of the online exam should be visible to the candidate online when he/she submit/complete the exam.
- iv. **Unfair means:** If a trainee is found using unfair means like Mobile, books, notes etc. to answer the questions during the exam, he/she would be immediately dismissed from training by training Center Incharge after recording the evidence. The case will subsequently be intimated to CGM, ALTTC.

## **9 Nominations**

- a. The candidates will nominate themselves in CTMS as per the procedure. The window for nomination will be open on, 15<sup>th</sup> Feb, 15<sup>th</sup> May, 15<sup>th</sup> Aug and 15<sup>th</sup> Nov for Q1, Q2, Q3 and Q4 respectively of the financial year and will remain live till seat capacity is full. Candidates shall be solely responsible for timely nomination in CTMS portal and they should register in a manner so that they can complete mandatory training and upgradation exam within two years period from the date of upgradation order.
- b. The candidates will nominate themselves for the training center mapped to him in CTMS as per policy. Deviations only in case of Persons with Benchmark Disability can be approved if GM HR of a Circle gives an undertaking that
  - i. There is a severe permanent disability which hampers travel and medical condition is recorded in ESS of the employee and
  - ii. Entries of same are made in APARs under health column stating the medical condition and
  - iii. Has specific recommendations of concerned CGM.

## **10 Attempts**

- i. The candidate will be allowed maximum THREE attempts to qualify the respective EPP upgradation exam (collectively in both Paper-I and Paper-II) i.e. a candidate can register for EPP upgradation exam maximum THREE times.
- ii. If a nominated candidate is absent, his/her attempt would be deducted from the THREE allowed attempts. For any exigency arising to the candidate due to medical/administrative reasons, prior approval of CGM of concerned circle should be intimated to respective training centers before the date of Exam, to keep the attempt live for next training and exam slot.

## **11 Record of marks in exam**

The database and record of marks for individual candidates will be maintained in CTMS Server. AGM/SDE (Exam) will download the marks sheet and EPP exam qualifying report from CTMS and attach a physical copy of both in record file.

## **12 Failure**

If a trainee fails in both the papers i.e. Paper-I (Management Module) & Paper-II (Technical/Core Module), he/she can directly re-apply for the exam in the subsequent EPP exam cycle to retake both the papers. In case, a trainee passes one Paper and fails another, passed Paper is considered cleared and trainee is required to reappear only in failed Paper in subsequent exam and after passing this Paper, he/she will be considered to have completed the upgradation exam/mandatory training under EPP. However, in both the scenarios above, he/she will not be eligible for offline training at the Training Centre for the same course again. Further, no TA/DA would be admissible to the trainee for appearing in 2<sup>nd</sup> and 3<sup>rd</sup> attempt for EPP upgradation exam.

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