INSTRUCTIONS FOR TRAINING INSTITUTIONS
REGISTRATION, EXAMINATION AND CERTIFICATION
OF SHORT COURSES

272-A NEW MUSLIM TOWN NEAR AYUBIA MARKET LAHORE
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2013
INSTRUCTIONS FOR TRAINING INSTITUTIONS
REGISTRATION, EXAMINATION AND CERTIFICATION
OF SHORT COURSES

Trade Testing Board Punjab (TTB), Lahore will conduct final examination of short courses (3-months & 6-months) and award certificate to the pass out trainees. A copy of these instructions has also been placed on TTB website.

6-months courses, being run on regular basis, at different training centres/GTTCs will be dealt as per previous practice.

1. **Registration & Examination Schedule** is attached at ANNEX-TTB-I & II.

2. **Nature of Papers & Methodology to Conduct Examination** is at ANNEX-TTB-III.

3. **Registration & Examination Charges @ Rs.600/- per trainee** will be paid to Trade Testing Board in advance, in form of Bank Draft / Postal Order / On-line in favour of Deputy Manager (TT) Development Cell. On line payment will be made to:

   Account No: 0001010022
   17-Ali Block, New Garden Town Lahore,
   **Branch Code: 0702**

4. The Examination Charges for Supplementary trainees will be paid @Rs.400/- per trainee.
5. Procedure for Registration and Examination

a) The Principal of the institute will provide particulars of trainees on the “PROFORMA FOR REGISTRATION OF TRAINEES” to the concerned District Manager within 07 days from start of classes, ANNEX-TTB-IV. Data of each trade will be on separate sheet of excel file. Full name of institute, student, father’s name & trades etc; should be used while filling up the proforma, as the same data has to be printed on the certificate of the student later on. Abbreviation should not be used. If the same information is to repeat in row below, the information should be written again instead of using the word “as above”. The institute will be responsible for any mistake in data regarding registration of trainee with TTB.

b) The District Manager will compile the data of their concerned institutes and forward the hard copy along with CD containing all excel files, to the Trade Testing Board, within 20 days from the start of classes. TTB will not accept soft / hard copy of registered students after the dates mentioned in schedule.

c) TTB will tabulate same data in examination software, allot the Registration Numbers to each trainee and will send “EDIT LIST OF TRAINEES” to the concerned District Managers.

d) The institute will manage conduct of examination on the fixed date notified by TTB. The Manager TTB may depute different officers for inspection as representative of Trade Testing Board.

e) TTB will e-mail Material List for the conduct of practical test 10-days before the conduct of examination. A copy of the same will also be placed on website www.ttbp.edu.pk
f) TTB will provide Examination Material (Question Papers for theory & practical, Attendance Sheet & Award Lists) for each institute to the concerned District Manager before the conduct of examination. The District Manager will arrange the delivery of examination Material to the institutes.

g) The testing and assessment will be conducted by concerned instructor / teacher as per marking criteria specified by TTB. The institute will mark the theory & practical papers and will provide result on the prescribed “AWARD LISTS”. Any cutting on AWARD LIST will be verified with signature of concerned teacher.

h) TTB will not accept entry of any new candidate/name against the registration number already allotted to any other trainee/candidate.

i) The institute will send sealed “AWARD LISTS” and “ATTENDANCE SHEETS” to the respective District Manager within two days after the conduct of examination, for onward transmission to TTB.

j) The District Managers will collect result from all concerned institutions and forward the same results to TTB within 7 days after the conduct of examination.

k) TTB will tabulate result in examination software and compile the result of various trades according to the approved assessment and grading system. A copy of result for principal will be provided to the concerned District Manager.

l) TTB will prepare the Certificates and hand over the same to the respective District Managers.

m) The officers of TTB will remain in touch with District Managers to resolve issues if any. Kindly contact on V.Phone: 042-99239756
**ANNEX-TTB-I**

**GOVERNMENT OF THE PUNJAB**  
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY  
TRADE TESTING BOARD (DEVELOPMENT CELL)  
272-A NEW MUSLIM TOWN NEAR AYUBIA MARKET LAHORE  
Ph:-042-99239391,99239632,  
website:-www.ttbp.edu.pk  
E.mail : info@ttbp.edu.pk

Registration Schedule of Short Courses  
For The Year- 2013

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Institute/ Centre.</th>
<th>Shift.</th>
<th>Course Duration (Months)</th>
<th>Start of Class</th>
<th>Receiving Date of Particulars for Registration.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>January.</td>
<td>April.</td>
</tr>
<tr>
<td>1</td>
<td>Short Courses All Punjab.</td>
<td>M E</td>
<td>06 M 03 M</td>
<td>1st Jan.</td>
<td>21/01/ 2013</td>
</tr>
<tr>
<td>2</td>
<td>Short Courses All Punjab.</td>
<td>M E</td>
<td>06 M 03 M</td>
<td>1st April</td>
<td>22/04/2013</td>
</tr>
<tr>
<td>3</td>
<td>Short Courses All Punjab.</td>
<td>M E</td>
<td>06 M 03 M</td>
<td>1st July</td>
<td>22/07/2013</td>
</tr>
<tr>
<td>4</td>
<td>Short Courses All Punjab.</td>
<td>M E</td>
<td>06 M 03 M</td>
<td>1st Oct.</td>
<td>21/10/2013</td>
</tr>
</tbody>
</table>

**NOTE:-**  
No particulars for Registration shall be entertained after the expiry of above mentioned dates, except for session starting from January 2013, where the date has been extended as special case.
## Examination Schedule of Short Courses
### Final & Supplementary

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Institute/Centre.</th>
<th>Shift.</th>
<th>Duration in Months.</th>
<th>Trade Testing Month.</th>
<th>Date of receipt of particulars of eligible trainees with single fee/Charges.</th>
<th>Date of receipt of particulars of eligible trainees with double fee/Charges.</th>
<th>Date of conducting Trade Test.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Short Courses All Punjab.</td>
<td>M E 06 03</td>
<td>Dec. 2013</td>
<td>December.</td>
<td>1/12/2013</td>
<td>10/12/2013</td>
<td>27/12/2013</td>
</tr>
</tbody>
</table>

**NOTE:-**
No particulars for examination shall be entertained after the expiry of above mentioned dates.
NATURE OF PAPERS & METHODOLOGY TO CONDUCT EXAMINATION
Short Courses (3 & 6- Months)

Theory Paper
- One paper consist of questions related to course contents.
- In theory 40% will be passing marks.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Time</th>
<th>No. of Questions</th>
<th>Type of Questions</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>30-min</td>
<td>20-Qs.</td>
<td>10-MCQ</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10-Fill in the Blank</td>
<td>10</td>
</tr>
</tbody>
</table>

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Practical Test
- Time for practical test is 2- hrs.
- In Practical 60% will be passing marks.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Nature of Test</th>
<th>Assessment Factors</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of job consist of different parts.</td>
<td>One job</td>
<td>Completion of job as per requirements.</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finishing &amp; Quality of work.</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Handling of Tools &amp; machines and Safety Measures.</td>
<td>10</td>
</tr>
<tr>
<td>Viva</td>
<td>5-Qs</td>
<td>Oral</td>
<td>10</td>
</tr>
</tbody>
</table>

- The testing and assessment shall be conducted by respective institutions under overall supervision of TTB.

- Theory (30-min) and Practical Test (2- hrs) will be conducted in one day. Trainees may be divided in groups for practical test, if required.

- Student below 80 % attendance will not be eligible to appear in examination.