TRADE TESTING BOARD PUNJAB

Recognizing Your Skills
INTRODUCTION

Constituted under National Training Ordinance 1980, by Labour Deptt. with Tech: Assistance of FRG.

VISION

To be a globally recognized Assessment & Certification Body for Craftsmen and Technicians.

MISSION

To assess & evaluate the competencies/learning achievements and certify at nationally and internationally acceptable standards.
CORE FUNCTIONS

- Set and maintain examination standards
- Regulate & conduct of examination. G-I, G-II, G-III & Short Courses
- Award Certificates/Diplomas (excluding D.A.E.)
- Issuance of Verification, Duplication, Correction of Certificates
- To accord, refuse or withdraw affiliation of institutions.
- To fix, demand & receive such fees /charges as may be prescribed.
- Inspections of institutions to ensure Uniformity of Standards.
# BOARD MEMBERS

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Name &amp; Designation</th>
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<tbody>
<tr>
<td>1.</td>
<td>Manager, Trade Testing Board</td>
<td>Chairman</td>
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<td>2.</td>
<td>Mr. Ahmed Shafiq, Executive Director, <strong>COTHM</strong> Lahore</td>
<td>Member</td>
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<td>3.</td>
<td>Mr. Abdul Khaliq Khan, Head of Projects, Personnel &amp; Administration, <strong>DECON</strong> Lahore</td>
<td>-do-</td>
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<td>4.</td>
<td>Mr. Sohail Afzal, <strong>Readymade Garment Training Institute</strong>, Lahore</td>
<td>-do-</td>
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<td>5.</td>
<td>Mr. Sohail Lashari, President, LCCI &amp; Chairman <strong>SOZO Parks</strong>, Lahore</td>
<td>-do-</td>
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<td>6.</td>
<td>Principal, Govt. Technical Training Institute</td>
<td>-do-</td>
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<td>7.</td>
<td>Deputy Manager (Trade Testing), TTB</td>
<td>-do-</td>
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<tr>
<td>8.</td>
<td>Deputy Manager (Training), TTB</td>
<td>Secretary/Member</td>
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</tbody>
</table>
1. GTTIs (M&F)
2. ATCs
3. AMTSs
4. GTTCs (M&F)  
   PSIC, ABAD & TEVTA / NAVTTC
5. RMGTCs
6. SERVICE CENTRES
7. Institutions of AJK
8. Private Affiliated Institutions.  
   (Total: 185)

**CATEGORY OF INSTITUTIONS**

**TRADES**  
(Total: 90)

- Regular Courses  
  2-Yrs, 1-Yr  
  6-Months
- Short Courses  
  6-Months  
  3-Months

Both Morning & Evening Shifts
DIFFERENT PROCESSES IN TTB

1. Registration of Trainees
2. Paper Setting as per Curriculum
3. Conduct of Examination
4. Paper Marking & Preparation of Result
5. Issuance of Certificates

Post Result Activities
Administrative Functions
1 - Registration of Trainees

- Receipt of trainee’s data from institutions.
- Tabulation & vetting of data.
- Issuance of Final List of registered trainees.

2 - Paper Setting as per Curriculum

- Selection of technical staff.
- Collection of sample papers.
- Composing of final papers.
- Printing as per trainee’s strength trade-wise.
3- Conduct of Examination

• Receipt of particulars of eligible trainees.
• Preparation of edit list & Issuance of admittance slips.
• Issuance of Date Sheet.
• Issuance of Material Lists for examination.
• Preparation, Packing and issuance of exam- material
• Formulation of Examination Panels.
• Inspections of Examination Centre.
4- Paper Marking

- Formulation of marking panel.
- Practical paper marking.
- Theory paper marking.
- Preparation of result.
- Declaration of result.

5- Issuance of Certificates

- Fresh.
- Correction.
- Duplicate.
- Verification.
Post Result Activities

- Binding of Results, stream-wise & year-wise.
- Clearance & payment of TA/DA bills.

Administrative Functions

- Affiliation of Private Institutions.
- Publication / Printing of books.
- Provision of books to institutions.
- Office Administration.
IMPROVEMENTS IN EXAMINATION SYSTEM

- Curtailed examination events.
- Job description/ Duty list of officers.
- SOP for the conduct of examination.
- Procedure for preparation of result and “Post Result Activities”.
- Standardization of Nature of Papers, G-II, G-III & Short Courses.
- Scanned old 75-books and placed on website.
- Printing of certificates with Security Features.
FUTURE TARGETS

- Development of efficient software for examination system.
- Development of Question Bank & Software to generate & check diversified Q. papers.
- Certification of skilled workers through RPL System.
- Development of video library to facilitate Distance Learning.
Purchase of Computers, Photocopiers, Multimedia and Generator.

Purchase / Construction of Own Building of TTB.

Certification of Apprentices of Cooperative Training Programme

Inclusion of Deeni Madaras for examination purpose.
Thank You