

**GUIDELINES FOR CONDUCT OF FINAL TRADE TEST IN THE TRADE PROGRAMMING & SYSTEMS ADMINISTRATION ASSISTANT (PASAA) under the Apprenticeship Training Scheme**

1. Theory examination shall comprise of Viva Voce based on the Theoretical contents related to the syllabus. Maximum marks for Theory 100 Marks

2. Practical examination shall comprise of:  
 i. Sessional work 100 Marks

(The marks for sessional work shall be awarded by the Officer in charge of training of the apprentices in the Establishment based on the performance of the Apprentices during the training period)

ii. Final Examination  
 Assessment on the job training 100 Marks  
 (Viva Voce based on Work diary)

Evaluation of project report 200 Marks  
 (The apprentice may also be asked to run the Project)

Sl.No	Subject	Maximum marks	Secured Marks
1	Theory Examination	100	
2	Practical - Sessional work	100	
3	Practical - Assessment on Job Training	100	
4	Practical - Project Report	200	

**ELIGIBILITY CERTIFICATE FOR PASAA APPRENTICES**

Name & Address of Establishment

Telephone No

Sl. No	Name of the Apprentice	Contract Regn.No.	Designated Trade	Attendance			Conduct	Remarks
				Possible	Present	%		

- The students shall be advised to contact this office on the last week of the training programme for issue of Identification Certificate and remittance of examination fees.
- The Examination/Final Trade Test shall be conducted on the last week of the training programme and the mark details along with attendance particulars and copy of the project report shall reach this office within a week, of the completion of the training programme.

