

## **Standard Operating procedure (SoP) for Exam center Mapping**

### **Navigation Steps:**

MENU --> Apprenticeship --> All India Trade Test --> Exam Center Mapping --> Upload

### **Process Flow:**

**Step 1:** Navigate to the upload page by using above navigation steps.

**Step 2:** Click on Download Template to Download Standard Template from the portal to Upload the Exam center Mapping.

**Step 3:** Fill the required Data in the Template as per the instructions given in the template.

**Step 4:** From the page choose the correct excel file to upload and then click on upload button.

### **NOTES:**

- After Uploading the Template, Error and Success count will be displayed on the page along with the List of Errors.
- RDAT, SAA and AAA has the rights to upload Exam center mapping for those Establishment which are under their jurisdiction.
- Exam Center must be within the same state as Establishment's State
- Exam Center can be of Establishment type, Government ITI type and CFI which comes under the same state of Establishment.
- If same Exam Center is used for All Trades you can write/Select "All" in Trade Name column rather than repeating for each trades.
- Exam Center mapping can be uploaded only for those trade which are applicable for Practical or Engineering Drawing Subjects.