



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
Institution Deemed to be University, under Distinct Category, A Centrally Funded Technical Institute
Ministry of Education, Government of India,
Taramani, Chennai - 600 113.

ASSESSMENT PATTERN AND INSTRUCTIONS FOR THE SKILL TEST
IN EIGHT SKILL CATEGORIES
FOR THE POST OF MULTI-TASKING STAFF (MTS), GROUP C,
Notified vide Advt. No. 07/2025-26 dt. 14.02.2026

Date: 10.06.2026

GENERAL INSTRUCTIONS FOR ALL TASKS:

- Follow instructions carefully
- Maintain discipline and cleanliness
- Use tools safely
- Ask examiner if any clarification is needed
- **Any damage to property will lead to immediate disqualification. The candidate shall be liable for all costs arising from such damage, and failure to pay these costs may result in legal action.**
- **The decision taken by the Competent Authority is final.** Canvassing in any means shall lead to disqualification of the candidate.

DURATION FOR EACH TASK: 15–20 Minutes

COMMON ASSESSMENT FRAMEWORK

- ❖ Practical Task – (Core Skill)
 - Task execution relevant to skill
 - Tool handling & work accuracy
 - Completion within time
- ❖ Basic Knowledge / Viva (if applicable)
 - Understanding of tools, materials, safety
 - Ability to follow instructions
- ❖ Work Attitude & Safety
 - Discipline
 - Safety practices

TASK DETAILS FOR A/C MECHANIC (A/C MECHANIC HELPER)

Task Title: Air Conditioner Filter Cleaning, Copper Tube Operations & Part Identification

Tools/Materials:

- Split A/C unit, Copper Tube
- Spanner Set, Cutting Tool, Bending Tool, Flaring Tool, Swaging Tools, Yoke, Flare Nut, Brazing Kit, Soldering Kit, Cleaning brush/cloth

Task Instructions:

1. Appropriate safety measures to be ensured
2. Ensure the air conditioner or training unit is switched OFF and electrically isolated before any cleaning or maintenance activity
3. Keep the work area clean, dry, and free from obstructions.
4. Handle tools and materials carefully to avoid injury or damage to components.
5. Do not use excessive force while removing filters, bending tubes, or assembling fittings.
6. Follow the instructor's or examiner's directions at all times.
7. Any other task related to job profile

Safety Instructions:

- Do not touch electrical parts
- Handle components gently

Expected Outcome:

- Clean and reinstall an air conditioner filter correctly.
- Perform basic copper tube operations such as measuring, cutting, deburring, and flaring/bending safely.
- Identify common air conditioner components, tools, and fittings.
- Use tools and materials properly while following safety procedures.
- Maintain a clean and organized work area during the task

TASK DETAILS FOR DRIVING

Task Title: Basic Vehicle Driving & Control Test

Tools / Equipment:

- Light Motor Vehicle (LMV)
- Valid original LMV Driving licence
- Driving track / Yard / Road

Task Instructions:

1. Adjust seat, mirrors, wear seatbelt and check the vehicle prior to starting
2. Start the vehicle properly
3. Move the vehicle forward smoothly
4. Change gears appropriately with proper clutch control
5. Handle & control the steering wheel properly
6. Drive as per instructions given with proper use of rear-view, side mirrors & horns
7. Use the indicators / adhere to the traffic signals
8. Maintain appropriate speed limits & stay in appropriate lane
9. Apply brakes safely and stop the vehicle
10. Reverse the vehicle for a short distance
11. Park the vehicle properly without hitting other vehicles or obstacles and maintaining safe distance from other vehicles
12. Any other task related to job profile

Safety Instructions:

- Follow examiner's instructions strictly
- Avoid sudden acceleration/braking
- Observe surroundings

Expected Outcome:

- Smooth and controlled driving without stalling
- Proper use of clutch, brake, and steering

TASK DETAILS FOR ELECTRICIAN (ELECTRICAL HELPER)

Task Title: Wiring Connection / Joint / Fan Wiring / Tube light / Earth Testing / Multimeter Usage

Tools / Materials:

- Wire, bulb holder, bulb, Fan, Socket, Tube light, Multi meter
- Screwdriver, plier, tester

Task Instructions:

1. Appropriate safety measures to be ensured
2. Switch OFF power supply (mandatory)
3. Identify phase and neutral wires
4. Strip insulation from wire ends
5. Connect wires to the bulb holder / Tube light / Fan terminals
6. Tighten screws properly
7. Fix the bulb in holder / Tube light / Fan
8. Ensure connections are secure
9. Inform examiner for power ON testing
10. Any other task related to job profile

Safety Instructions:

- Never touch live wires
- Use insulated tools only

Expected Outcome:

- Correct and firm connection
- Bulb / Tube light / Fan working when power is ON

TASK DETAILS FOR PLUMBER (PLUMBING HELPER)

Task Title: Pipe Joint Assembly / Tap Connections / Washbasin Connection

Tools / Materials:

- PVC pipe, Tee, Elbow, Tap, Ball valve, Angle valve, PVC MTA,
- Pipe wrench, Teflon tape, Thread, hacksaw, Measuring Tap, Solution

Task Instructions:

1. Check pipe ends for cleanliness
2. Apply Teflon tape to threaded portion
3. Align pipe and fitting properly
4. Tighten joint using wrench
5. Ensure firm connection
6. Check for alignment
7. Inform examiner for leak test
8. Any other task related to job profile

Safety Instructions:

- Use tools carefully
- Avoid over-tightening

Expected Outcome:

- Leak-proof and properly aligned joint

TASK DETAILS FOR CARPENTRY

Task Title: Measuring, Cutting, Nailing, Drilling and Screwing

Tools/Materials:

- Wooden piece
- Measuring tape, saw, hammer, nails, Drilling Machine, Screw Driver

Task Instructions:

1. Measure required length using tape
2. Mark cutting line clearly
3. Cut wood along marked line
4. Smooth rough edges (if needed)
5. Join two pieces using nails
6. Ensure proper alignment
7. Clean workspace
8. Any other task related to job profile

Safety Instructions:

- Use saw carefully
- Keep fingers away from cutting area

Expected Outcome:

- Accurate cutting and proper joint

TASK DETAILS FOR GARDENING

1. Soil Preparation
2. Watering Skill
3. Weeding
4. Pruning
5. Waste Segregation and Disposal
6. Tool Selection and Handling
7. Safety
8. Work Discipline
9. Time Management
10. Any other task related to job profile

TASK DETAILS FOR SWEEPING AND MOPPING

Sweeping and Mopping of Assigned area

1. Floor Sweeping
2. Floor Mopping
3. Waste Segregation and Disposal
4. Tool and Material Handling
5. Safety and Hygiene Procedures
6. Work Discipline
7. Time Management
8. Any other task related to job profile

TASK DETAILS FOR CLEANING

Cleaning of Assigned area

1. Floor Cleaning
2. Memento / Wall Hangings Cleaning
3. Glass / Windows / Doors Cleaning
4. Furniture Cleaning
5. Washroom Cleaning using Disinfectant
6. Waste Segregation and Disposal
7. Tool and Material Handling
8. Safety and Hygiene Procedures
9. Work Discipline
10. Time Management
11. Any other task related to job profile

**-s/d-
DIRECTOR**