

**F.No.-DGT-16/2022-TT Cell (FTS. No. E. 54304)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship (MSDE)**  
**Directorate General of Training (DGT)**

\*\*\*

Employment Exchange Building, Library Avenue,  
Pusa Campus, New Delhi-110012,  
Date: 28.04.2023

To,

1. All the State/UT Directorates dealing with Craftsman Training Scheme.
2. All the Regional Directorate of Skill Development & Entrepreneurship (RDSDEs) and the Principals, NSTIs.

**Subject: – Detailed Guidelines Regarding (AITT)-July 2023 Practical / CBT examination for Regular CTS trainees of Annual System - reg.**

Sir,

This is in continuation to the office order of even no dated 20.04.2023 wherein the schedule for All India Trade Test 2023 for Craftsmen Training Scheme (including Dual System of Training) has been announced for the following regular batches.

Sl. No.	Session	Examination type
1.	2 <sup>nd</sup> year of 2-year course (2021-23)	Regular
2.	1 <sup>st</sup> year of 2-year course (2022-24)	Regular
3.	1- year / 6-months course (2022-23)	Regular

2. The Practical Examination is scheduled from 03.07.2023 to 07.07.2023. Detailed schedule is attached at **Annexure A**.

3. The CBT examination for regular trainees shall be conducted between 10.07.2023 to 04.08.2023. Detailed schedule of examination will be issued shortly.

4. Further, vide order no DGT-35/4/1 Secy. (MSDE) /2022 dated 28th March 2022 regarding State Skill Development and Entrepreneurship Committee (SSDEC), State/UT Directorates have been empowered to set the Practical Question Papers for all the trades. Hence, **State/UT Directorates are requested to prepare and conduct Practical examination for all trades** as per Schedule attached at Annexure-A.

5. As per the order No. MSDE-18011/DGT/2017-TTC(Pt-III) dated 19.12.2019 all the ITIs are **self-centre** for conducting **Practical Examination**. However, concerned SSDEC/ State Directorate can decide any other Practical Examination Centre.

6. **Profile Verification Before HT Generation:** This is the second and the **last opportunity** for the trainees admitted in 2022 session to verify their profile. The first opportunity was provided during trainee verification stage at the time of admission. Subsequently, before HT generation, if, any correction is required in their profile, trainees can raise a grievance. Once, the trainee profile is verified or grievance is approved, the trainees will not be allowed to change their profile. **Once marksheets and certificates are generated, no correction will be permitted.** The SoP for trainee profile verification before Hall Ticket generation is attached in **Annexure -E**.



7. Hall Tickets (HT) for regular trainees for the Practical Examination will be available for downloading from 26.06.2023 onwards.

8. The registration of Examiners on the NCVTMIS Portal for Practical Examination had been made mandatory vide order NO. MSDE-18012/05/MIS/2016-TTC (part-A) dated 07<sup>th</sup> Feb 2020. All states/UTs are requested to comply with the same. The Standard Operating Procedures (SoP) for Examiner Registration is placed at **Annexure B**.

9. The Nodal ITI/ State Directorate has to complete Practical Examiner mapping with the Exam centres between 23.06.2023 to 30.06.2023. The SoP for the Examiner mapping is attached at **Annexure C**.

10. The process of uploading the Trade Practical marks by Examiner on the NCVTMIS has to be mandatorily completed **within 48Hrs**, after the conclusion of the Practical Examination. The SoP for the same is enclosed herewith at **Annexure D**. The trainees, for whom no entry is made (neither marks nor absent) will be treated as absent in the Practical Examination, and their result will be processed accordingly.

11. **Hall Ticket (HT) eligibility:** - The NCVT MIS Portal will be opened for uploading the eligibility for HT generation for AITT 2023 from 29.05.2023 to 10.06.2023. ITI Principals are requested to fill the trainees' attendance, formative assessment and CBT and Practical examination fee on the NCVT MIS Portal within the time duration. The Eligibility Criteria for appearing in the AITT 2023 Mains Examination is as below:

Sl. No.	Parameter	Eligibility Criteria for Hall Ticket Generation
1.	Attendance*	> = 80%**
2.	Formative Assessment	> = 60%
3.	CBT and Practical Examination Fees	Yes

\*Calculation of number of working days for attendance can be decided by States/UTs through their State Skill Development and Entrepreneurship Committee (SSDEC), based on date of start of session.

\*\* For relaxation of attendance criteria by the Principal. ITI, refer to order no MSDE-19/01/2017-CD dated 05th July, 2017.

#### 12. Computer Based Test (CBT) Fees Collection: -

- Fees amounting to **Rs. 213 (Two Hundred Thirteen only)** for each trainee is to be deposited for CBT through online mode by the ITIs only. No other form of payment will be entertained.
- CBT fees payment link for online payment will be opened for bulk payment by ITI on NCVT MIS Portal from 01-06-2023 to 10-06-2023. The SoP for fee submission is enclosed at **Annexure F**.

All ITIs/SPIUs are requested to scrupulously follow the timelines for the examination schedule. RDSDEs are instructed to closely follow up with their respective SSDECs.

13. **CBT Exam Centre Mapping:** The CBT exam centre mapping has to be completed by the State Directorate in liaison with the NSEIT between 19.06.2023 to 23.06.2023. The CBT Exam centres are finalized after the **final approval** of the State Controller of Examination only. Therefore, the State has to mandatorily confirm/ suggest changes to the exam centre mapping submitted by the NSEIT.

14. **CBT Examination Pattern:** - The CBT examination will be of **two hours'** duration consisting of 75 questions with **150 marks** (2 marks each). This will consist of Trade Theory (TT), Workshop Science and Calculation (WSC), Engineering Drawing (ED) and Employability Skills (ES).

- a) Engineering Trades (100 Marks for Trade Theory and 50 marks for Employability Skills): -**
- Trade Theory (including Workshop Science and Calculation & Engineering Drawing; TT- 38 Questions, WSC- 6 Questions, ED- 6 Questions)
  - Employability Skills (25 Questions, 50 Marks)

- b) Non-Engineering Trades (100 Marks for Trade Theory and 50 Marks for Employability Skills): -**

- 50 questions on Trade Theory only (50 Questions, 100 Marks)
- Employability Skills (25 Questions, 50 Marks)

The minimum passing percentage for Trade Theory and Employability Skills is 33% each.

Hindi version will follow.

**Encls:**

1. Annexure A: Detailed Practical Examination Schedule
2. Annexure B: SoP for Practical Examiner Registration
3. Annexure C: SoP for Practical Examiner mapping with Exam centres
4. Annexure D: SoP for uploading Practical marks by Examiners
5. Annexure E: SoP for ITI Trainee Profile Verification Before Hall Ticket Generation
6. Annexure F: SoP for CBT Examination Fees Submission



(C.S. Murthy)  
Director TTC & IT

**Copy to:**

1. Sr. PPS to Secretary, MSDE
2. Sr. PPS to DG (T), MSDE
3. Sr. PPS to DDG (T)
4. DGT Website/NCVT MIS Portal for wide circulation.



(C.S. Murthy)  
Director TTC & IT

**ALL INDIA TRADE TEST UNDER CRAFTSMEN TRAINING SCHEME (CTS) FOR ENGINEERING  
& NON- ENGINEERING TRADES**

**Schedule of Practical Examination to Be Held in the Month July, 2023.**

• **Schedule**

Date	Day	Time of Commencement	ANNUAL EXAMINATION CTS/DST EXAMINATION	
			Year	All Trades of One Year duration/Two Year duration
03.07.2023 05.07.2023	Monday Tuesday Wednesday	09.30 AM To 06.00 PM	I	<b>TRADE PRACTICAL:</b> -for trainees of 1 <sup>st</sup> year of 2 years, 06 months and 01-year course admitted in 2022 session
06.07.2023 07.07.2023	Thursday Friday	09.30 AM To 06.00 PM	II	<b>TRADE PRACTICAL:</b> -For trainees of 2 <sup>nd</sup> year of 02 years trade admitted in 2021.

**(LUNCH BREAK FROM 01.00 PM TO 01.30 PM FOR PRACTICAL Examinations only)**

## Module: Examiner Registration /Examination Mapping

**STEP – 1:** - Open NCVT public portal site using the URL,

<https://ncvtmis.gov.in/pages/home.aspx>

**STEP – 2:** click on Examiner link.

Ministry of Skill Development And Entrepreneurship

Home ITI Trainee Verification Instructor **Examiner** Calendar Functionalities Grading CFI Log Complaint

Welcome to NCVT-Management Information System

Shri Narendra Modi  
Honble Prime Minister of India

Shri Dharmendra Pradhan  
Minister of SDE

Shri Anant Kumar Hegde  
MoS for SDE

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1956 (the then National Council of Training in Vocational Trades—NCTVT). The Council has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programs, conducting All India Trade Tests and awarding National Trade Certificates.

This portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). The links in the

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Last Updated: 15th April 2015 | Screen Size: ST | Recommended browser: IE & (Compatibility Mode) and above | Chrome or Firefox

**STEP – 3:** -Navigate to: Examiner>>Examiner Registration

Ministry of Skill Development And Entrepreneurship

Home ITI Trainee Verification Instructor Examiner **Calendar** Functionalities Grading CFI Help Dashboard Complaint Tool

Welcome to DGT-Management Information System

Examiner Registration  
Examiner Activation

Skill India  
कौशल भारत - कुशल भारत

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1956 (the then National Council of Training in Vocational Trades—NCTVT). The Council has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programs, conducting All India Trade Tests and awarding National Trade Certificates.

This portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). The links in the boxes below may be used for currently available features of the portal.

If you are an internal user from the DGT, Regional Directorates, State Directorates, ITIs or any other field Institutions, please [click here to login](#).

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<https://stage.ncvtmis.gov.in/Pages/Examiner/ExaminerApplicationForm.aspx>

**STEP – 4:** After click on Examiner registration below page will be open.

**Ministry of Skill Development And Entrepreneurship**

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

### Examiner Registration Form

**Enter Details for Registration**

**Personal Details**

Name\*  Date of Birth\*  dd-mm-yy

Gender\*  -Select- Father Name\*

Marital Status  -Select- Category\*  -Select-

Email ID \*  [Generate OTP](#)  
OTP send on this email address.

Mobile No\*  [Generate OTP](#)  
OTP send on this mobile number.

Existing Instructor?

UID (Aadhaar No.)

Photograph\*  [Choose File](#) | No file chosen  
Upload JPG/JPEG/GIF/PNG up to 200 KB with minimum size of 10 KB and dimensions that are atleast 3.5cm x 4.5cm(132 x 170 pixels).

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**Ministry of Skill Development And Entrepreneurship**

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Photograph\*  [Choose File](#) | No file chosen  
Upload JPG/JPEG/GIF/PNG up to 200 KB with minimum size of 10 KB and dimensions that are atleast 3.5cm x 4.5cm(132 x 170 pixels).

**Permanent Address**

Address\*

State \*  -Select- District \*  -Select-

Pincode\*  Contact No.

**Correspondence Address**

Same as Permanent Address

Address\*

State \*  -Select- District \*  -Select-

Pincode\*  Contact No.

[Clear](#) [Next](#)

**STEP – 5:** After filling the mandatory details of the examiner click on next button,below page will be open.

## Examiner Registration Form

### Enter Details for Registration

#### Academic Qualification Details

Add Row | Delete Row

*Note: Please upload JPG/JPEG/PDF attachments upto 2048 KB with minimum size of 10 KB and dimensions that are atleast 15cm x 15cm(566 x 566 pixels)*

Select	S. No.	Examination Passed*	Trade	Year of Passing*	School/Board/University Name*	Subject*	Grade*	Percentage(%)*	Attach Document
<input type="checkbox"/>	1	-Select-	-Select-	-Select-					Choose File   No file chosen

#### Technical Qualification Details

Add Row | Delete Row

*Note: Please upload JPG/JPEG/PDF attachments upto 2048 KB with minimum size of 10 KB and dimensions that are atleast 15cm x 15cm(566 x 566 pixels)*

Select	S. No.	Stream/Trade*	Trade	Certificate No.*	Year of Passing*	Institute Name*	Overall % of marks	Duration of Training (In Months)*	Attach Document
Please click on 'Add Row' to add a row.									

#### Work Experience Details

Select	S. No.	Name*	Address*	Phone No.*	Mobile No.*	Attach Document
<input type="checkbox"/>	1	-Select-	-Select-	-Select-		Choose File   No file chosen

#### Technical Qualification Details

Add Row | Delete Row

*Note: Please upload JPG/JPEG/PDF attachments upto 2048 KB with minimum size of 10 KB and dimensions that are atleast 15cm x 15cm(566 x 566 pixels)*

Select	S. No.	Stream/Trade*	Trade	Certificate No.*	Year of Passing*	Institute Name*	Overall % of marks	Duration of Training (In Months)*	Attach Document
Please click on 'Add Row' to add a row.									

#### Work Experience Details

Add Row | Delete Row

*Note: Please upload JPG/JPEG/PDF attachments upto 2048 KB with minimum size of 10 KB and dimensions that are atleast 15cm x 15cm(566 x 566 pixels)*

Select	S. No.	Name of the Organization	Designation	From Date	To Date	Duration (In Months)	Attach Document
<input type="checkbox"/>	1			dd-mm-yyyy	dd-mm-yyyy		Choose File   No file chosen

**STEP-6:-** after filling academic details, technical qualification and work experience click on next button.

On clicking next, page will open where examiner can fill location preference and trade preference.

**Ministry of Skill Development And Entrepreneurship**

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

State\*  
 TAMIL NADU  
 TELANGANA  
 THE DADRA AND NAGAR HAVELI  
 TRIPURA  
 UTTAR PRADESH

District  
 FARRUKHABAD  
 FATEHPUR  
 FIROZABAD  
 GAUTAM BUDDHA NAGAR  
 GHAZIABAD

Trade Preference

Trade  
 Data Base System Assistant  
 Data Base System Assistant (NSQF)  
 Data Entry Operator  
 Data Entry Operator (NSQF)  
 Data Preparation and Computer Software

Employment Type\*  
 -Select-

Previous Submit Clear

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**NOTE:** In Search Criteria all the fields are mandatory, Please fill all the Fields without miss otherwise it will show you error.

**STEP-7:-** After selecting all the fields ,click submit, below message will be shown.

**Ministry of Skill Development And Entrepreneurship**

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

**Examinee Registration Form**

**Your Examinee registration form has been submitted successfully but registration is inactive.**

An email has been sent to your registered email address [REDACTED]

your registered email id and mobile no are [REDACTED]

Please ensure that your email id and mobile number is operational and available for carrying out function related to exam.

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## Examinee Approval and Mapping:

**STEP – 1:** - Open NCVT site using the URL, <https://ncvtmis.gov.in/pages/home.aspx>

**STEP – 2:** - Click the **Login** Link on page

**STEP – 3: - Login with Nodal ITI.**

**STEP – 4: -Navigate to: Menu>>ITI>>Examiner>>Approve**

**NCVT MIS** | Welcome, RADHA KRISHNA | Logout | Change Password | 0124 4419167 | Help

GR09001555-Government ITI, Ghaziabad

**WELCOME TO MIS APPLICATION**

**My Profile**

Name	RADHA KRISHNA	Designation	Principal Sr Scale
Email ID	[REDACTED]	Mobile Number	[REDACTED]

- Edit My Profile
- Reset Security Question

**Modules**

- ITI
- Trainee Grievance
- NPIU
- PLACEMENT
- CENTRAL MIS
- FREQUENTLY USED REPORTS

**Action Items**

S. No.	Action Item	Record Count
No Action items to display		

Action Items are refreshed overnight, to force refresh now click [here](#).

[Click here to download your Final Grading Report](#)

Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | APP-AR

**STEP – 5:** Click on “Approve” link,below page will be open.

**NCVT MIS** | Welcome, RADHA KRISHNA | Logout | Change Password | 0124 4419167 | Help

MIS > ITI > Examiner > ITI Examiner Assignment > Examiner Profile Approval

**Please enter Registration Number/Name of the Examiner**

**Search Result**

Registration Number	Examiner Name	Preferred Location	Preferred Trade
TX200902796	Ravindra kumar	GHAZIABAD,HAPUR,MEERUT	Architectural Draughtsman,Building Maintenance,Draughtsman (Civil)
TX170900966	Himani Sharma	GAUTAM BUDDHA NAGAR, GHAZIABAD	Basic Cosmetology
TX210901653	Abhishek saxena	GHAZIABAD,MEERUT,SAHARANPUR	Business Management (NSQF),Computer Hardware & Networking Maintenance (One Year) (NSQF),Information Technology (NSQF)
TX170901109	RAJ SINGH	GAUTAM BUDDHA NAGAR, GHAZIABAD, NEW DELHI	Cabin/Room Attendant,Computer Hardware & Network Maintenance,Photographer
TX180900149	kumar gaurev	GHAZIABAD	Civil Engineer Assistant
TX210900470	KOMAL SHARMA	GHAZIABAD	Computer Hardware & Network Maintenance (NSQF),Computer Operator and Programming Assistant (NSQF),Information Communication Technology System Maintenance (NSQF)
TX210901135	NANOJ KUMAR	GHAZIABAD,GOPALGANJ,SITAMARHI	Computer Hardware & Network Maintenance,Computer Hardware & Network Maintenance (NSQF),Computer Hardware & Networking Maintenance (One Year) (NSQF)
TX200904074	RAVI CHOWDHARY	CENTRAL, GHAZIABAD, MEERUT	Computer Hardware & Network Maintenance,Computer Hardware & Networking Maintenance (One Year) (NSQF),Computer Operator & Programming Assistant (VI)
TX180900096	ISHARAT ALI	GHAZIABAD,KANPUR NAGAR,LUCKNOW	Computer Hardware & Network Maintenance,Computer Operator & Programming Assistant (VI),Computer Operator and Programming Assistant
TX170900152	Shekhar Tyagi	GAUTAM BUDDHA NAGAR, GHAZIABAD, HAPUR	Computer Hardware & Network Maintenance,Computer Operator & Programming Assistant (VI),Fitter

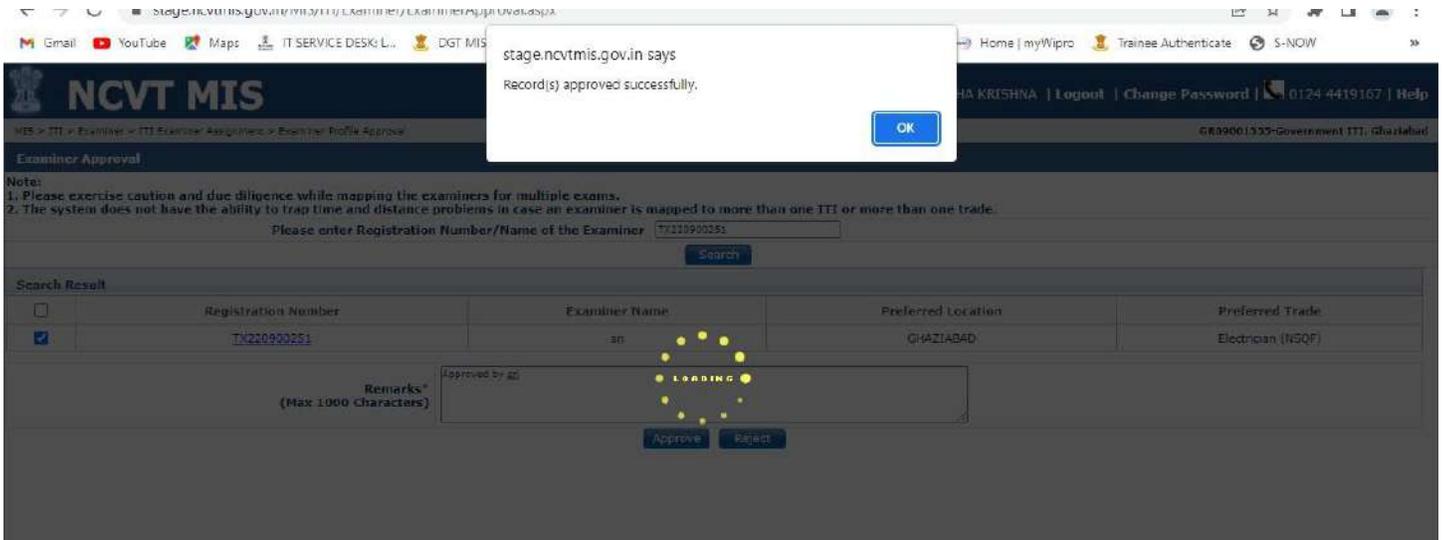
1 2 3 4 5 6 7 8 9 10

Remarks\* (Max 1000 Characters)

**STEP – 6:** Enter the remarks and click on Approve/Reject button.

- Approve-** To approve the records and Unique Registration Number is generated for the Examiner.
- Reject-** To reject the records. In this Examiner needs to register again.

**STEP-7:-** For Approve, Just mention the remarks and select the record and click on submit, data will be submitted successfully.



If user will click on **Approve/Reject** a confirmation mail will be triggered to the examiner’s registered email ID. Confirmation message will be displayed as shown in below screenshot.



**STEP-8:-** Navigate to: **Menu >> ITI >> Examiner >>Map**

Click on “Map” link .

**STEP-9:-** Search the records to be mapped using following fields Exam System, Year/Semester, Examination Type, Examination Session, and ITI name and affiliated trade.

**STEP – 10:** All the records matching to search criteria are displayed under the Mapping Details panel as shown below on the screen:

**NCVT MIS** | Welcome, RADHA KRISHNA | Logout | Change Password | 0124 4419167 | Help

MIS > ITI > Examiner > ITI Examiner Assignment > Examiner ITI Mapping

**ITI Examiner Assignment**

Note:  
 1. Please exercise caution and due diligence while mapping the examiners for multiple exams.  
 2. The system does not have the ability to trap time and distance problems in case an examiner is mapped to more than one ITI or more than one trade.

Select any one of the field marked as \*.

Exam System\* Annual | Semester\* Select | Examination Session\* July 2022 | Affiliated Trades\* Electrician (NSQF) | Year\* Year 2 | Examination Type\* Final | ITI Name\* GR09001335-Government ITI, Ghaziabad

Search Clear

Mapping Details | Mapped Details

**Search Results**

Select	Trade	Shift*	Unit*	Subject*	Examiner*
<input checked="" type="checkbox"/>	Electrician (NSQF)	Shift 1	Unit 1	ALL	EX220900251 - an

Map

**Examiner Response History**

Examiner Registration Number	Accepted Count	Rejected Count	No Response Count
EX220900251	NA	NA	NA

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**STEP – 11:** User can view all the mapped details under Mapped Details panel as shown in below page: After Mapping below message will be show.

stage.ncvtmis.gov.in/MIS/ITI/Examiner/ITIExaminerMapping.aspx

stage.ncvtmis.gov.in says  
Mapping Performed Successfully

OK

**NCVT MIS** | Welcome, RADHA KRISHNA | Logout | Change Password | 0124 4419167 | Help

MIS > ITI > Examiner > ITI Examiner Assignment > Examiner ITI Mapping

**ITI Examiner Assignment**

Note:  
 1. Please exercise caution and due diligence while mapping the examiners for multiple exams.  
 2. The system does not have the ability to trap time and distance problems in case an examiner is mapped to more than one ITI or more than one trade.

Select any one of the field marked as \*.

Exam System\* Annual | Semester\* Select | Examination Session\* July 2022 | Affiliated Trades\* Electrician (NSQF) | Year\* Year 2 | Examination Type\* Final | ITI Name\* GR09001335-Government ITI, Ghaziabad

Search Clear

Mapping Details | Mapped Details

**Search Results**

Select	Trade	Shift*	Unit*	Subject*	Examiner*
<input checked="" type="checkbox"/>	Electrician (NSQF)	ALL	ALL	ALL	EX220900251 - an

Map

**Examiner Response History**

Examiner Registration Number	Accepted Count	Rejected Count	No Response Count
EX220900251	NA	NA	NA

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After Mapping, Mapped details is shown below.

**ITI Examiner Assignment**

**Note:**  
1. Please exercise caution and due diligence while mapping the examiners for multiple exams.  
2. The system does not have the ability to trap time and distance problems in case an examiner is mapped to more than one ITI or more than one trade.

Select any one of the field marked as #.

Exam System* <input type="text" value="Annual"/>	Year# <input type="text" value="Year 1"/>
Semester# <input type="text" value="Select"/>	Examination Type* <input type="text" value="Final"/>
Examination Session* <input type="text" value="July 2022"/>	ITI Name* <input type="text" value="GR09001555-Government ITI"/>
Affiliated Trades* <input type="text" value="Electrician (NSQF)"/>	

Mapping Details | Mapped Details

Assigned Records							
Select	ITI Name	Trade	Shift	Unit	Subject	Examiner	Status
<input type="checkbox"/>	GR09001555 - Government ITI, Ghaziabad	Electrician (NSQF)	1	1	Trade Practical	EX220900242 - AB	Pending for Acceptance
<input type="checkbox"/>	GR09001555 - Government ITI, Ghaziabad	Electrician (NSQF)	ALL	ALL	Trade Practical	EX220900250 - krishna	Accepted
<input type="checkbox"/>	GR09001555 - Government ITI, Ghaziabad	Electrician (NSQF)	ALL	ALL	ALL	EX220900251 - sri	Pending for Acceptance

+A A -A | Terms & Conditions | Privacy Policy

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[Home](#) | [ITI](#) | [Trainee](#) | [Verification](#) | [Instructor](#) | [Examiner](#) | [Calendar](#) | [Functionalities](#) | [Grading](#) | [CFI](#) | [Help](#) | [Dashboard](#) | [Complaint Tool](#)

**Your mapping rejected successfully.**

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**STEP – 12:** After Mapping, confirmation mail will be triggered to the examiner’s registered email ID. Confirmation message will be displayed as shown in below screenshot.

**This is an auto generated mail, please do not reply to this mail.**

Dear sri,

You have been mapped as an examiner for the practical at the ITI mention below.

Examiner Name: sri  
 ITI Name: GR09001555 - Government ITI, Ghaziabad  
 Trade: Electrician (NSQF)  
 Shift: ALL  
 Unit: ALL  
 Subject: ALL

[Accept / Reject](#)

In case you are mapped for multiple exams, please check if it is fisible to be undertaken, based on time and distance, before accepting.  
 The system does not have the ability to trap time and distance problems.

Regards,  
 MIS Application System

User can view all the mapped details under Mapped Details panel as shown in below page:



## NCVT MIS

Welcome, RADHA KRISHNA | [Logout](#) | [Change Password](#) | [0124-4419167](#) | [Help](#)

MIS > ITI > Examiner > ITI Examiner Assignment > Examiner ITI Mapping
GR09001555-Government ITI, Ghaziabad

**ITI Examiner Assignment**

**Notes:**

- Please exercise caution and due diligence while mapping the examiners for multiple exams.
- The system does not have the ability to trap time and distance problems in case an examiner is mapped to more than one ITI or more than one trade.

Select any one of the field marked as #.

Exam System# <span style="font-size: x-small;">Annual</span>	Year# <span style="font-size: x-small;">Year 1</span>
Semester# <span style="font-size: x-small;">--Select--</span>	Examination Type# <span style="font-size: x-small;">Final</span>
Examination Session# <span style="font-size: x-small;">July 2022</span>	ITI Name# <span style="font-size: x-small;">GR09001555-Government ITI</span>
Affiliated Trades# <span style="font-size: x-small;">Electrician (NSQF)</span>	

Search
Clear

Mapping Details Mapped Details

Select	ITI Name	Trade	Shift	Unit	Subject	Examiner	Status
<input type="checkbox"/>	GR09001555 - Government ITI, Ghaziabad	Electrician (NSQF)	1	1	Trade Practical	<a href="#">EX220900242 - AB</a>	Pending for Acceptance
<input type="checkbox"/>	GR09001555 - Government ITI, Ghaziabad	Electrician (NSQF)	ALL	ALL	Trade Practical	<a href="#">EX220900250 - krishna</a>	Accepted
<input type="checkbox"/>	GR09001555 - Government ITI, Ghaziabad	Electrician (NSQF)	ALL	ALL	ALL	<a href="#">EX220900251 - gn</a>	Rejected

UnMap

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User can view the Examiner details using the hyperlink in the field **Examiner Registration Number** and the details will be shown as below screenshot:

View Examiner Details - Google Chrome  
stage.ncvtmis.gov.in/MIS/ITI/Examiner/ViewExaminerDetails.aspx?RegNo=YQYW5e3w4xxu%2bTKnkz58Q%3d%3d

**Examiner Details**

**Personal Details**

Name	sunil	Date of Birth	22-Jul-1993
Gender	Male	Father Name	gufdy
Marital Status	Married	Category	General
UID (Aadhaar No)		Email ID	
Mob No			

**Permanent Address**

Address	2	District	GHAZIABAD
State	UTTAR PRADESH	Phone No	
Pin Code	343756		

**Correspondence Address**

Address	2	District	GHAZIABAD
State	UTTAR PRADESH	Phone No	
Pin Code	343756		

**Academic Qualification Details**

S. No	Examination Passed	Trade	Year of Passing	School/Board/University Type	Subject	Grade	Percentage %	Attached Documents
1	12th		2012	kjbgfxs	df	A		<a href="#">Click to download</a>

**Technical Qualification Details**

S. No	Stream/Trade	Trade	Certificate No	Year of Passing	Institute Name	Over all % of marks	Duration of Training (In Months)	Attached Documents
1	ITI	Electrician (NSQF)	64w75	2017	tgth		24	<a href="#">Click to download</a>

**Work Experience Details**

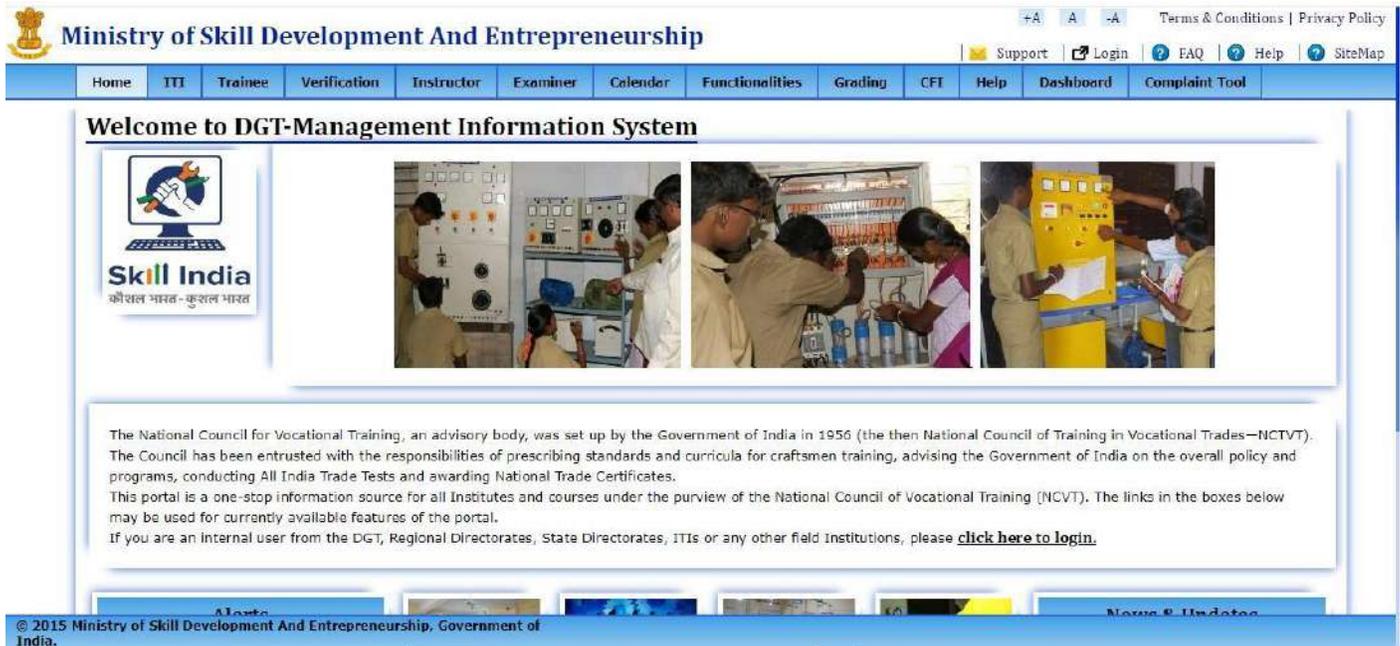
Location Preference				Trade Preference		
S.No	Preference Order	District Name		S.No	Preference Order	Trade Name
1	1st preference	GHAZIABAD		1	1st preference	Electrician (NSQF)
2	2nd preference			2	2nd preference	
3	3rd preference			3	3rd preference	

Employment Type: UnEmployed

## Module: Examiner Login and Marks Entry

**STEP – 1:** - Open NCVT public portal site using the URL,

<https://ncvtmis.gov.in/pages/home.aspx>



**Ministry of Skill Development And Entrepreneurship**

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

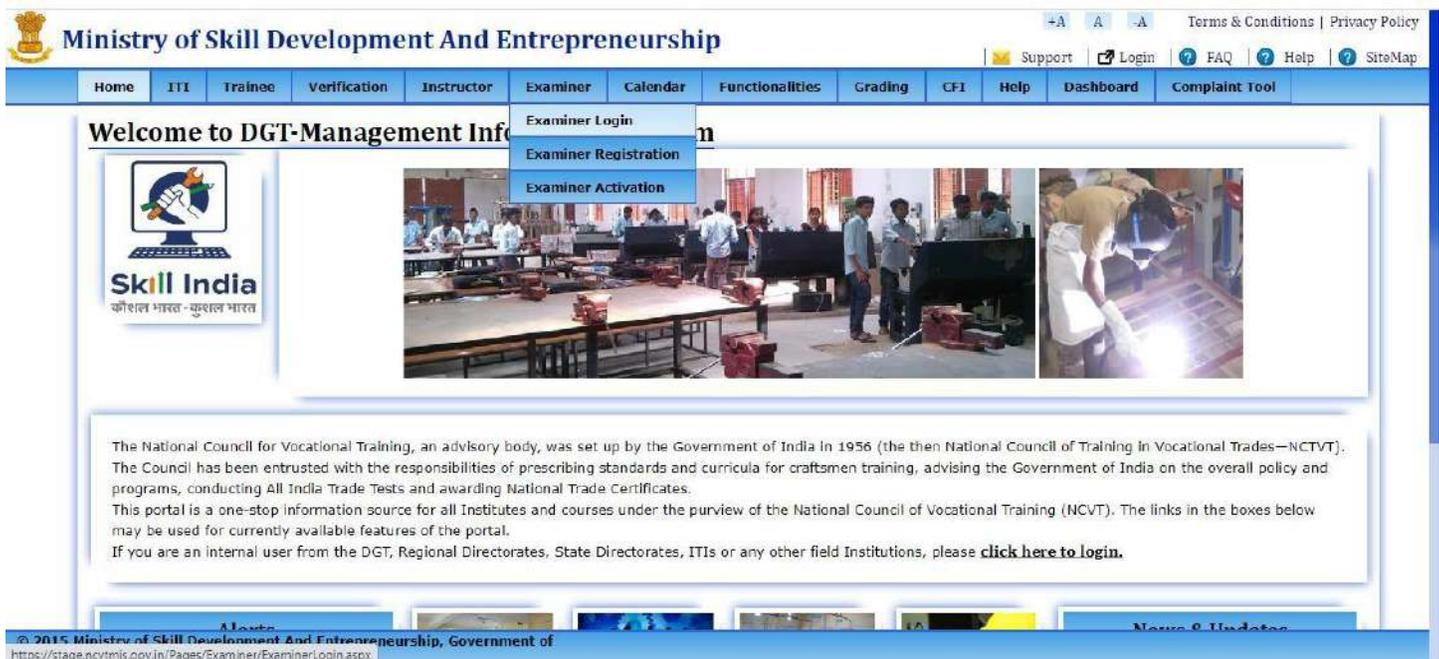
### Welcome to DGT-Management Information System

**Skill India**  
कौशल भारत - कुशल भारत

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1956 (the then National Council of Training in Vocational Trades—NCTVT). The Council has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programs, conducting All India Trade Tests and awarding National Trade Certificates. This portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). The links in the boxes below may be used for currently available features of the portal. If you are an internal user from the DGT, Regional Directorates, State Directorates, ITIs or any other field Institutions, please [click here to login](#).

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**STEP – 2:** - Navigate to: Examiner >> Examiner Login



**Ministry of Skill Development And Entrepreneurship**

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

### Welcome to DGT-Management Information System

**Skill India**  
कौशल भारत - कुशल भारत

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1956 (the then National Council of Training in Vocational Trades—NCTVT). The Council has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programs, conducting All India Trade Tests and awarding National Trade Certificates. This portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). The links in the boxes below may be used for currently available features of the portal. If you are an internal user from the DGT, Regional Directorates, State Directorates, ITIs or any other field Institutions, please [click here to login](#).

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<https://stage.ncvtmis.gov.in/Pages/Examiner/ExaminerLogin.aspx>

**STEP – 3:** - Click on “Examiner Login” link on page, redirected to below page.

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

**Examiner Login Form**

Examiner Id\*

Login

**STEP – 4:** -Enter the Valid Examiner and click on “Login” button. below page will be shown.

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

**Examiner Login Form**

Choose option here to send OTP

xxxxxxx1@wipro.com

xxxxxx79

Send OTP

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**STEP – 5:** - Choose any option either email id or mobile number where he/she wants to get OTP.

**Ministry of Skill Development And Entrepreneurship**

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

### Examiner Login Form

Choose option here to send OTP

xxxxxxxx1@wipro.com

xxxxxxxx79

**Resend OTP**

Enter send OTP\*

**Verify**

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## CASE 1: For single shift and unit

**STEP – 6:** - After entering the OTP, click on verify, redirected to below page.

**Ministry of Skill Development And Entrepreneurship**

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

### Examiner Mapped ITI

ITI Name	Trade	Shift	Unit	Subject	Examiner	Status	Action
GR09001555 - Government ITI, Ghaziabad	Electrician (NSQF)	1	1	ALL	EX220900264 - testingg	Accepted	<b>Continue</b>

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**NOTE:** “Continue” button is enable for those examiners who accepted the mapping otherwise it will be disable.

**STEP – 7:** - for single shift/ unit ,all the Mandatory fields will be autocaptured. click on “continue” button.

**Ministry of Skill Development And Entrepreneurship**

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

**Examiner Mapped ITI Student List**

Exam System: \* Annual  
 Academic Session: \* Aug-2021  
 Examination Session: \* Jul-2022  
 Trade Name \* Surveyor (NSQF)  
 Unit \* Unit 1

Exam Type: \* Final  
 Year/Semester: \* Year 1  
 ITI \* GU19000225 - Government I  
 Shift \* Shift 2

Continue Back

© 2015 Ministry of Skill Development And Entrepreneurship India. Online VPN Application and 9 more pages - Work - Microsoft Edge

**STEP – 8:** - ‘List of students’ page will be open, now you choose radio button as present or absent and fill the marks along with Remarks and marks should be entered between 0 to 250.

**Ministry of Skill Development And Entrepreneurship**

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

Subject Name: Trade Practical Subject MaxMarks: 250 Total Students Count are: 14

Registration No.	Trainee Name	Attendance	Marks	Remarks
R200819030267	ABHIJIT KIRTANIA	<input checked="" type="radio"/> Absent <input type="radio"/> Present		
R200819030268	DIPANWITA BHOWMICK	<input type="radio"/> Absent <input checked="" type="radio"/> Present	80	
R200819030269	PAYEL MITRA	<input type="radio"/> Absent <input checked="" type="radio"/> Present	30	
R200819030270	PRITAM GUJIN	<input checked="" type="radio"/> Absent <input type="radio"/> Present		
R200819030271	ANIRUDDHA TALUKDAR	<input type="radio"/> Absent <input checked="" type="radio"/> Present	50	
R200819030274	DEBALINA BANERJEE	<input checked="" type="radio"/> Absent <input type="radio"/> Present		

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Ministry of Skill Development And Entrepreneurship

Support Login FAQ Help SiteMap

Home	ITI	Trainee	Verification	Instructor	Examiner	Calendar	Functionalities	Grading	CFI	Help	Dashboard	Complaint Tool
R200819030277	MONOTOSH MALLICK		<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
R200819030280	NAZMUL HOQUE		<input type="radio"/> Absent	<input checked="" type="radio"/> Present	75							
R200819030281	PAPIA PAL		<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
R200819030283	RAHUL BISWAS		<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
R200819030284	SHUVA DAS		<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
R200819030286	SUKHENDU BISWAS		<input checked="" type="radio"/> Absent	<input type="radio"/> Present								

Save Submit

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**STEP – 9:** - After submitting the marks page will redirected to below page. Where upload the necessary document.

Ministry of Skill Development And Entrepreneurship

Support Login FAQ Help SiteMap

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

**Examiner Verify By Passcode**

Enter Your Passcode : \*  Upload Marks Document : \*  AKASH HIGH SCHOOL.jpeg

Verify Cancel

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**STEP 10:** -After submitting “your passcode is verified and save students marks” Message will be shown.

The screenshot shows the Ministry of Skill Development And Entrepreneurship website. The header includes the logo and the text "Ministry of Skill Development And Entrepreneurship". Navigation links include Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool. The main content area is titled "Examiner Mapped ITI Student List" and contains a form with the following fields:

Exam System:	Annual	Exam Type:	Final
Academic Session:	Aug-2021	Year/Semester:	Year 1
Examination Session:	Jul-2022	ITI:	GU19000225 - Government I
Trade Name:	Surveyor (NSQF)	Shift:	Shift 2
Unit:	Unit 1		

Buttons for "Submitted" and "Back" are located below the form. A green notification box at the bottom right states: "Your passcode is verified and save student marks."

## CASE 2: For ALL shift and unit

STEP 11: Login with Examiner Id, follow the same path.

The screenshot shows the Ministry of Skill Development And Entrepreneurship website. The header includes the logo and the text "Ministry of Skill Development And Entrepreneurship". Navigation links include Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool. The main content area is titled "Examiner Login Form" and contains a form with the following field:

Examiner Id*	<input type="text"/>
--------------	----------------------

A "Login" button is located below the form.

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

Examiner Mapped ITI							
ITI Name	Trade	Shift	Unit	Subject	Examiner	Status	Action
GU19000225 - Government ITI krishnanagar I running under PTP	Cosmetology (NSQF)	ALL	ALL	ALL	EX201900575 - SANGITA BISWAS GHOSH	Accepted	<a href="#">Continue</a>

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**STEP 12:** for all case, you will choose shift and unit, accordingly. Click on continue button.

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

**Examiner Mapped ITI Student List**

Exam System: \* Annual

Academic Session: \* Aug-2021

Examination Session: \* Jul-2022

Trade Name: \* Cosmetology (NSQF)

Unit: \* --Select--

Exam Type: \* Final

Year/Semester: \* Year 1

ITI: \* GU19000225 - Government I

Shift: \* --Select--

[Continue](#) [Back](#)

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**STEP 13:** - 'List of students' page will be open, now you choose radio button as present or absent and fill the marks along with Remarks and marks should be entered between 0 to 250.

Ministry of Skill Development And Entrepreneurship

Support Login FAQ Help SiteMap

Home	ITI	Trainee	Verification	Instructor	Examiner	Calendar	Functionalities	Grading	CFI	Help	Dashboard	Complaint Tool
R200819030277	MONOTOSH MALLICK	<input checked="" type="radio"/> Absent	<input type="radio"/> Present									
R200819030280	NAZMUL HOQUE	<input type="radio"/> Absent	<input checked="" type="radio"/> Present	75								
R200819030281	PAPIA PAL	<input checked="" type="radio"/> Absent	<input type="radio"/> Present									
R200819030283	RAHUL BISWAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present									
R200819030284	SHUVA DAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present									
R200819030286	SUKHENDU BISWAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present									

Save Submit

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Now you can save the data and after filling the Marks of all trainees you submit their details to click on “submit” button.

**STEP 14:** After submitting the marks page will redirected to below page. Where upload the necessary document

Ministry of Skill Development And Entrepreneurship

Support Login FAQ Help SiteMap

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

**Examiner Verify By Passcode**

Enter Your Passcode : \*  Upload Marks Document : \*  AKASH HIGH SCHOOL.jpeg

Verify Cancel

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.

After submitting, “your passcode is verified and save students marks” Message will be shown.

### Examiner Mapped ITI Student List

Exam System: *	Annual	▼	Exam Type: *	Final	▼
Academic Session: *	Aug-2021	▼	Year/Semester: *	Year 1	▼
Examination Session: *	Jul-2022	▼	ITI *	GU19000225 - Government I	▼
Trade Name *	Surveyor (NSQF)	▼	Shift: *	Shift 2	▼
Unit *	Unit 1	▼			

Submitted

Back

Your passcode is verified and save student marks.



**SOP: ITI Trainee Profile Verification Before Hall Ticket Generation**

**Objective:** This page/functionality is to give a second and final opportunity to the ITI trainees to verify/raise corrections in their profile before Hall Ticket is generated for the first time.

1. Trainee has to access his/her profile information using the page *Trainee Verification Before HT* under the tab *Trainee*.
2. Trainee profile verification flow: - **NCVT MIS Portal** → **Trainee** → **Trainee verification before HT**.
3. Enter Trainee Name and Registration No.
4. Existing email id and mobile no will be displayed to continue.
5. Enter the OTP received on Email ID/Mobile no.
6. Trainee can update his/her email id /mobile no, after entering DOB and Aadhar Number, if both the existing email id and mobile no are wrong or not accessible.
7. Trainee Profile will be displayed with existing data w.r.t. eight fields of his/her profile information.
8. Trainee **has to select each and every field for its correctness** or raise correction by selecting the incorrect field, if required.
9. In case of correction required, type the correct value, select the document to be uploaded.
10. Upload the required document (s) as per the selection in step-8.
11. Submit Profile/correction.

Process flow is given in below table

Sl no	No of fields for correction	Correction Raised by	Action by (Authority)		
		Trainee	ITI	RDSDE Concerned	NPIU (DGT HQ)
1	All Correct	Trainee	No Action	No Action	No Action
2	Maximum 2 fields	Trainee	<b>Approval/Reject</b>	No Action	No Action
3	Maximum 4 fields	Trainee	Recommend/Reject	<b>Approve/Reject</b>	No Action
4	Maximum 8 fields	Trainee	Recommend/Reject	Recommend/Reject	<b>Approve/Reject</b>

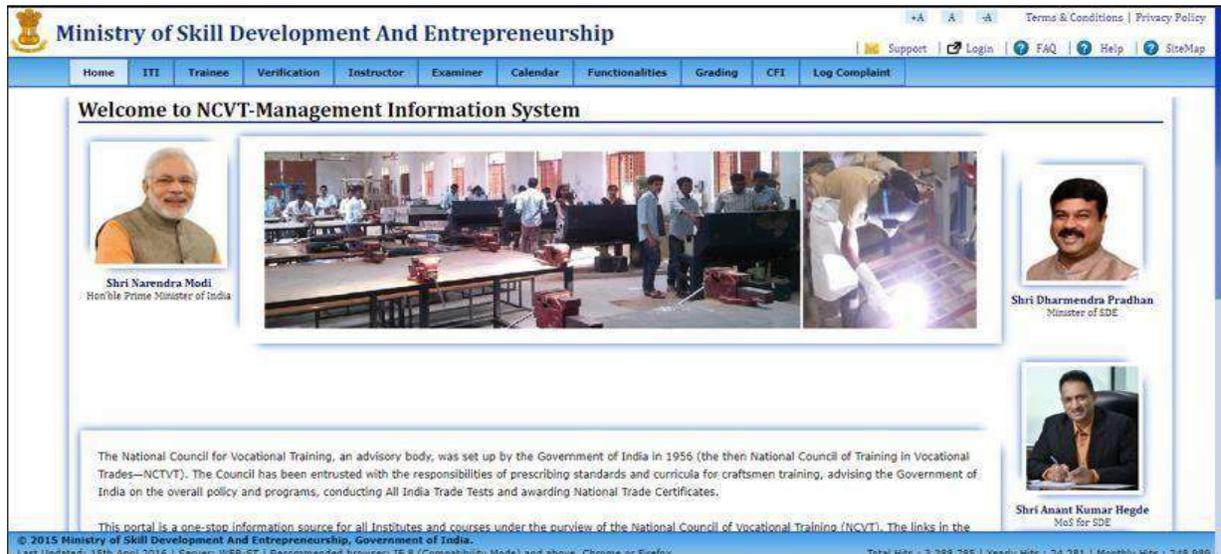
**Note:**

1. This is the last opportunity before first time Hall Ticket generation for all trades' trainees. After this, if either the trainee consents to his/her profile or if his/her grievance for profile correction is resolved, no further profile correction in Certificate/ Marksheet will be allowed in his/her lifetime.
2. It is mandatory for all the trainees to do the profile verification.
3. Trainee has to visit his/ her ITI with original (s) of the documents.
4. Profile data correction would be affected, only after physical verification of the original documents by the ITI.
5. Hall Ticket would be generated based on the verified/corrected data through this page.
6. If any trainee fails to do verification or the authority fails to act in stipulated time window, Hall Ticket would be generated based on the existing data in the portal.
7. Last date for Trainee Profile Verification before HT is 15<sup>th</sup> May 2023.
8. Last date for action by Approving Authority [ITI/RDSDE/NPIU (DGT HQ)] is 20<sup>th</sup> May, 2023.

# Annexure E

## Before HT trainee verification

STEP – 1: - Open NCVT public portal site using the URL,  
<https://ncvtmis.gov.in/pages/home.aspx>



STEP – 2: - Navigate to the below path:

Click on tab **Trainee >> Trainee verification before HT**



# Annexure E

**STEP – 3:** - click on "Trainee verification before HT" tab. After filling trainee name and registration click on next button.

The screenshot shows the Ministry of Skill Development And Entrepreneurship website. The main heading is "This Page is used to verify Trainee profile before first time Hall Ticket Generation". The form contains two input fields: "Trainee Name\*" with the value "SANATAN ANSH RAINA" and "Registration Number\*" with the value "R220801001184". Below the fields, there are "Next" and "Clear" buttons. A note states: "All fields marked with \* are mandatory." Below the form, there are three numbered instructions: 1. This is a one time facility for a trainee to view and correct any discrepancy in his profile data before his first hall ticket is generated. 2. In case no correction in field, the existing data would be assured as correct and hall ticket generated. 3. Any correction beyond this would have to be taken through the grievance redressal process. The footer contains the copyright notice: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India."

## NOTE:

1. This is a one-time facility for a trainee to view and correct any discrepancy in his profile data before his first hall ticket is generated.
2. In case no correction in field, the existing data would be, assured as correct and hall ticket generated.
3. Any correction beyond this would have to be taken through the grievance-redressed process.

## For 2 field:

The screenshot shows the Ministry of Skill Development And Entrepreneurship website with the "Data" tab selected. The main heading is "Ministry of Skill Development And Entrepreneurship". The form contains a table with two columns: "Correct" and "Incorrect". The table has the following rows:

	Correct	Incorrect
Trainee Name	<input type="checkbox"/> SMIT RANMALBHAI DABHI	<input checked="" type="checkbox"/> SMIT RANMALBHAI
Father Name	<input type="checkbox"/> RANMALBHAI	<input checked="" type="checkbox"/> RANMAL
Mother Name	<input checked="" type="checkbox"/> RASILABEN	<input type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/> 20-Aug-2005	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/> Male	<input type="checkbox"/>
Category	<input checked="" type="checkbox"/> Other Backward Class	<input type="checkbox"/>
Aadhar	<input checked="" type="checkbox"/> Not Available	<input type="checkbox"/>
Photograph	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Below the table, there are two upload fields: "Aadhar\*" (only jpg, jpeg, pdf and png files are allowed.) and "PanCard\*" (only jpg, jpeg, pdf and png files are allowed.). Each field has a "Choose File" button and a file name: "4 SEM SCREEN SHOOT.JPG" and "Screenshot (190).png". A "Note:-" is displayed at the bottom of the form.

# Annexure E

The screenshot shows the top navigation bar of the Ministry of Skill Development And Entrepreneurship website. The main menu includes Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Dashboard, Data, and Grievance. A notification box titled "Trainee Profile Verification" contains the following text: "Dear Trainee, Your profile correction request has been received with registration no. GR2008240481680001. Please visit your ITI along with the original/s of the documents submitted and get it verified physically within 7 days. Your profile data change would be effective only after physical verification of the document submitted. Please note that your request would be rejected and Hall Ticket and other document would be generated based on the current data under the following conditions: a. Failure to do the physical verification of the document within time limit specified. b. Rejection of the change request by a competent authority. Click here to view Status".

## Action taken On before HT Grievance

ITI- Before HT Grievance:

STEP 1: Login with ITI credentials with this URL:

<https://login.ncvtmis.gov.in/MIS/PreLog/UserLogin.aspx>

The screenshot shows the NCVT MIS login page. The header includes the NCVT MIS logo and the Indian national flag. The main content area is titled "Welcome to MIS Application" and "Enter Credentials to login to MIS System". The login form includes fields for "Login ID" (with the value GRD1000004\_A), "Password", and a CAPTCHA. The CAPTCHA text is "13295". There are "Remember Me" and "Login" buttons, and a "Forgot Password" link. A yellow banner at the bottom of the form states: "NPIU/SPIU login will be through two factor authentication of mobile and email OTP." The footer contains the copyright information: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Helpdesk: ncvtmis-mis@gov.in | Recommended Browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | WEB/D".

# Annexure E



NCVT MIS

1.OTP sent to your registered mobile number.  
2.You can re-send the OTP maximum of 3 times.

Enter OTP for Mobile: 91:659  [Re\\_Send OTP](#)

Enter OTP for Email: 61634  [Re\\_Send OTP](#)

Kindly enter OTP for Mobile Number - \*\*\*\*\*79 and Email ID - \*\*\*\*\*yemo3@wiprs.com

**STEP 2: Click on Menu >>ITI >> Grievance Dashboard >>Profile correction request before hall ticket**

NCVT MIS

PRINCIPAL ITI BEGUSARAI | Logout | Change Password | 0124-4419167 | 0204-2920300 | Help

WELCOME TO MIS APPLICATION

**My Profile**

Name	PRINCIPAL ITI BEGUSARAI	Designation	Principal 3r Scale	<a href="#">Edit My Profile</a>
Email ID	snish@	Mobile Number	72	<a href="#">Reset Security Question</a>

**Messages**

Sr. No.	Message

**Action Items**

Sr. No.	Action Item	Record Count
	No Action items to display	

Action Items are refreshed overnight, to force refresh now click [here](#).

**Modules**

- ITI
  - Trainee Grievance
- TIPTU
- PLACEMENT
- SYSTEM ADMINISTRATION
- CENTRAL MIS
- FREQUENTLY USED REPORTS

**Sub Modules & Links**

**Academic**

- Admitted Trainee Details
  - View Draft
  - Revalidate
  - Revalidate Correction
  - Approve
- Grievance Dashboard
  - Dashboard Grievance
  - Profile Correction Request Before Hall Ticket
- Change Trade of Trainee
  - Create
- Upload Trainee Photograph
  - Upload Trainee Photograph
- Trainee Discharge
  - Discharge

https://stage.ncvtmis.gov.in/MIS/ITI/Academic/ViewGrievance\_BeforeHT.aspx

stsk: ncvtmis.made@gov.in | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | APP-AR

**STEP 3:** ITI can search the trainee from the search bar. Either he can directly search the trainee or he can enter the trainee registration number on the search field and click on search button, then trainee list will be open for approval.

# Annexure E

**NCVT MIS** | Welcome, PRINCIPAL, ITI BEGUSARAI | Logout | Change Password | 0124 4419167 | 0204 2920300 | Help

GR1000040-Govt Industrial Training Institute

Profile Correction request

Trainee Registration No:  Search

Profile Correction Request Count

Total	Open	Closed
6	6	0

Correction Request Details

Registration No	Name	Correction Sub Type	Created Date	Expiry Date	Correction Request
R220810078424	ASHISH KUMAR	DOB, Father Name	27/04/2023	11/05/2023	GR2208100784240001

Instructions

- This is the list of profile correction request/s raised by your trainees.
- ITI needs to physically verify the originals produced by the concern trainee against the scanned copy of the document/s uploaded by the trainee.
- Please inform the trainee very clearly in case any document verification is going to be rejected. If any document is rejected the request will be closed.
- Approval rules are as follows:
  - Cases involving correction to 2 or less fields can be approved by the ITI.
  - Cases involving correction to more than 2 fields are to be recommended to RDSDE for approval.
  - Document verification for all cases is to be done by the ITI.

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Helpdesk: [actvnis.mis@govin](mailto:actvnis.mis@govin) | Recommended browsers: IE 8 | Compatibility Mode and above, Chrome or Firefox | APP-AR

## ITI- Before HT Grievance

ITI Accept or Reject the Grievance.

If ITI does not give any action, then Grievance will be rejected and closed.

**NCVT MIS**

Trainee Original Details

Trainee Name:	MEHAK KAREEM	Father Name:	ABDUL KAREEM BHAT
Mother Name:	SHANEEMA BEGUM	DOB:	09/03/2000
ITI Name:	Govt ITI Lachama,Uri	ITI Address:	Lachama, Uri
State:	JAMMU AND KASHMIR		

View Profile Correction Details

Grievance Code:	GR2208010000180001	Grievance Type:	Profile Before HT
Grievance Sub Type:	Gender,Trainee Name	Trainee Registration Number:	R220801000018
Current Trainee Name:	MEHAK KAREEM	Modified Trainee Name:	rgsrgqegsqsq
Current Trainee Gender:	Female	Modified Trainee Gender:	Male
Aadhaar Document:	<a href="#">30504 31 ITI 20230427 12 02 46.pdf</a>		

Action

Remarks:

(No special character allowed only alpha numeric values allowed.)

Attachment(s):

( Only Jpg ,Jpeg,Png,pdf files are allowed.) ( File size should be less than 200 kb.)

I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.

If the Information/Document details submitted by trainee is incorrect. (Please reject profile change request, so that trainee can raise the correction request again)

# Annexure E

NCVT MIS		Trainees Original Details	
Trainees Name:	MEHAK KAREEM	Father Name:	ABDUL KAREEM BHAT
Mother Name:	SHAMEEMA BEGUM	DOB:	09/03/2000
ITI Name:	Govt ITI Lagama,Uri	ITI Address:	Lagama, Uri
State:	JAMMU AND KASHMIR		

View Profile Correction Details			
Profile correction Details Successfully updated and Grievance is Closed.			
Grievance Code:	GR2208010000180001	Grievance Type:	Profile Before HT
Grievance Sub Type:	Gender,Trainees Name	Trainees Registration Number:	R220801000018
Current Trainees Name:	MEHAK KAREEM	Modified Trainees Name:	rs3rqe3e03g
Current Trainees Gender:	Female	Modified Trainees Gender:	Male
Aadhaar Document: <a href="#">30204 31 ITI 20230427 12 02 46.pdf</a>			

## For 4 fields:

**Step1:** trainee can choose any four field to correction of their profile.

Home	ITI	Trainees	Verification	Instructor	Examiner	Calendar	Functionalities	Grading	CFI	Help	Dashboard	Complaint Tool
Trade Name :		Welder (NSQF)		ITI Name :		GR01000021-Govt Industrial Training Institute Uri						
		<b>Correct</b>		<b>Incorrect</b>								
Trainees Name	<input checked="" type="checkbox"/>	AJAZ AHMAD	<input type="checkbox"/>									
Father Name	<input checked="" type="checkbox"/>	GH MOHD	<input type="checkbox"/>									
Mother Name	<input type="checkbox"/>	HAMDIA BEGUM	<input checked="" type="checkbox"/>	test fwefwef	<input type="text"/>	10th Certificate	<input type="text"/>					
Date of Birth	<input type="checkbox"/>	25-Mar-1985	<input checked="" type="checkbox"/>	04-Apr-2005	<input type="text"/>	10th Certificate	<input type="text"/>					
Gender	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>	Male	<input type="text"/>	10th Certificate	<input type="text"/>					
Category	<input type="checkbox"/>	General	<input checked="" type="checkbox"/>	OBC	<input type="text"/>	Certificate from SDO/SDM/DM	<input type="text"/>					
Aadhar	<input checked="" type="checkbox"/>	Not Available	<input type="checkbox"/>									
Photograph	<input checked="" type="checkbox"/>		<input type="checkbox"/>									
		10th Certificate*										
		(only jpg, jpeg, pdf and png files are allowed. File size should be less than 200 KB)										
		Certificate from SDO/SDM/DM*										
		(only jpg, jpeg, pdf and png files are allowed. File size should be less than 200 KB)										
		<input type="button" value="Choose File"/>		No file chosen								
		<input type="button" value="Choose File"/>		No file chosen								
<p><b>Note:-</b> Dear Trainee, please visit your ITI along with the original/s of the documents submitted and get it verified physically within 7 days. Your profile data change would be effective only after physical verification of the document submitted. Please note that your request would be rejected and stall ticket and other document would be generated based on the current data under the following conditions: 1. Failure to do the physical verification</p>												

## ITI -Profile Grievance and Before HT Grievance

If ITI recommends, then Grievance will go to RDSDE for further action.

# Annexure E

If ITI does not recommend, then Grievance will be rejected and closed.

**STEP 3:** Login with RDSDE credentials, follow the below path

Click on **Menu >>ITI >> Grievance Dashboard >>Profile correction request before hall ticket**

ITI can perform one out of two actions. (Recommend or Reject) and must upload documents.

Trainee Original Details			
Trainee Name:	AJAZ AHMAD	Father Name:	GH MOHD
Mother Name:	HAMIDA BEGUM	DOR:	25/03/1985
ITI Name:	Govt ITI Lagama,Uri	ITI Address:	Lagama, Uri
State:	JAMMU AND KASHMIR		

View Profile Correction Details			
Grievance Code:	GR2208010062020001	Grievance Type:	Profile Before HT
Grievance Sub Type:	Category,DOB,Gender,Mother Name	Trainee Registration Number:	R220801006202
Current Mother Name:	HAMIDA BEGUM	Modified Mother Name:	best five/veef
Current Trainee Gender:	Male	Modified Trainee Gender:	Male
Current Trainee Category:	GEN	Modified Trainee Category:	DBC
Current Date Of Birth:	25/03/1985	Modified Date Of Birth:	04/04/2006
10th or 12th Document:	2020+ 31 ITI 20230+27 11 37 14.pdf		
Category:	2020+ 31 ITI 20230+27 11 37 14.pdf		

Action	
Remarks:* (No special character allowed only alpha numeric values allowed.)	<input type="text" value=""/>
Attachment(s): * ( Only Jpg ,jpeg,Png,pdf files are allowed.) ( File size should be less than 200 kb.)	<input type="button" value="Add File"/> <input type="text" value="Choose File: 55604 31 ITI.pdf"/> <input type="button" value="Remove"/>
<input checked="" type="checkbox"/> I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.	
<input type="button" value="Recommend"/> <input type="button" value="Reject"/>	
If the Information/Document details submitted by trainee is incorrect. (Please reject profile change request, so that trainee can raise the correction request again)	

# Annexure E

NCVT MIS			
Trainee Original Details			
Trainee Name:	AJAZ AHMAD	Father Name:	GH MOHD
Mother Name:	HAMIDA BEGUM	DOB:	25/03/1985
ITI Name:	Govt ITI Laggama,Uri	ITI Address:	Laggama, Uri
State:	JAMMU AND KASHMIR		

View Profile Correction Details			
Profile correction Details Successfully Recommended.			
Grievance Codes:	GR2208010062020001	Grievance Type:	Profile Before HT
Grievance Sub Type:	Category,DOB,Gender,Mother Name	Trainee Registration Number:	R220801006202
Current Mother Name:	HAMIDA BEGUM	Modified Mother Name:	test fivefivef
Current Trainee Gender:	Male	Modified Trainee Gender:	Male
Current Trainee Category:	GEN	Modified Trainee Category:	OBC
Current Date Of Birth:	25/03/1985	Modified Date Of Birth:	04/04/2005
10th or 12th Document:	50504 31 ITI 20230427 11 37 14.pdf		
Category:	50504 31 ITI 20230427 11 37 14.pdf		

If RDSDE recommends, then Grievance will go to NPIU for further action.

If RDSDE does not recommend, then Grievance will be rejected and closed.

**STEP 2:** Login with RDSDE credentials,

Click on **Menu >>ITI >> Grievance Dashboard >>Profile correction request before hall ticket**

**STEP 3:** RDSDE can perform one out of two actions. (Recommend or Reject) and must upload documents.

# Annexure E

Current Mother Name:	NASEER AHMAD WATHCOO	Modified Mother Name:	ajwseidghn
Current Trainee Name:	AKHTER BEGUM	Modified Trainee Name:	jmhgfds
Current Trainee Gender:	SADIYA NASEER	Modified Trainee Gender:	hdthgdrhugdrhd
Current Trainee Category:	Female	Modified Trainee Category:	Male
Current Date Of Birth:	GEN	Modified Date Of Birth:	OBC
	20/04/2000		05/04/2006
10th or 12th Document:		<a href="#">50504 31 ITI 20230427 12 05 13.pdf</a>	
Aadhaar Document:		<a href="#">50504 31 ITI 20230427 12 05 13.pdf</a>	
Category:		<a href="#">50504 31 ITI 20230427 12 05 13.pdf</a>	
ITI Action:	Recommended		
ITI Remarks:	InbdrvcXAZsdvfgshfjk		

**Documents By Approving Authorities:**

File Name	Uploaded By	Download File
50504 31 ITI_27042023_120930.pdf	ITI	<a href="#">Download File</a>

**Action**

Remarks:

(No special character allowed only alpha numeric values allowed.)

I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.

[Recommend](#) [Reject](#)

Trainee Name:	AJAZ AHMAD	Father Name:	GH MOHD
Mother Name:	HAMIDA BEGUM	DOB:	25/03/1985
ITI Name:	Govt ITI Lagama,Uri	ITI Address:	Lagama, Uri
State:	JAMMU AND KASHMIR		

**View Profile Correction Details**

Profile correction Details Successfully updated and Grievance is Closed.

Grievance Code:	GR2208010062020001	Grievance Type:	Profile Before HT
Grievance Sub Type:	Category,DOB,Gender,Mother Name	Trainee Registration Number:	R220801006202
Current Mother Name:	HAMIDA BEGUM	Modified Mother Name:	test fivefwef
Current Trainee Gender:	Male	Modified Trainee Gender:	Male
Current Trainee Category:	GEN	Modified Trainee Category:	OBC
Current Date Of Birth:	25/03/1985	Modified Date Of Birth:	04/04/2006
10th or 12th Document:		<a href="#">50504 31 ITI 20230427 11 57 14.pdf</a>	
Category:		<a href="#">50504 31 ITI 20230427 11 57 14.pdf</a>	
ITI Action:	Recommended		
ITI Remarks:	jswdajwdawdajwdaw		

**Documents By Approving Authorities:**

File Name	Uploaded By	Download File
50504 31 ITI_27042023_120014.pdf	ITI	<a href="#">Download File</a>

# Annexure E

For 6 fields:

Home						ITI						Trainee						Verification						Instructor						Examiner						Calendar						Functionalities						Grading						CFI						Help						Dashboard						Complaint Tool					
Trade Name :												Computer Operator and Programming Assistant (NSQF)												ITI Name :												GR01000021-Govt Industrial Training Institute Uri																																									
<b>Correct</b>												<b>Incorrect</b>																																																																	
Trainee Name												<input type="checkbox"/> SADIYA NASEER												<input checked="" type="checkbox"/>												<input type="text" value="hdthgdrhugdrhd"/>												<input type="text" value="Aadhar"/>																													
Father Name												<input type="checkbox"/> NASEER AHMAD WATHLOO												<input checked="" type="checkbox"/>												<input type="text" value="awaeedghvn"/>												<input type="text" value="Aadhar"/>																													
Mother Name												<input type="checkbox"/> AKHTER BEGUM												<input checked="" type="checkbox"/>												<input type="text" value="jmhgfds"/>												<input type="text" value="10th Certificate"/>																													
Date of Birth												<input type="checkbox"/> 20-Apr-2000												<input checked="" type="checkbox"/>												<input type="text" value="05-Apr-2006"/>												<input type="text" value="dd-mm-yyyy"/>												<input type="text" value="10th Certificate"/>																	
Gender												<input type="checkbox"/> Female												<input checked="" type="checkbox"/>												<input type="text" value="Male"/>												<input type="text" value="Aadhar"/>																													
Category												<input type="checkbox"/> General												<input checked="" type="checkbox"/>												<input type="text" value="OBC"/>												<input type="text" value="Certificate from SDO/SDM/Dt"/>																													
Aadhar												<input checked="" type="checkbox"/> 241429648485												<input type="checkbox"/>																																																					
Photograph												<input checked="" type="checkbox"/>												<input type="checkbox"/>																																																					
10th Certificate*												(only jpg, jpeg, pdf and png files are allowed. File size should be less than 200 KB)												<input type="button" value="Choose File"/>												50504 31 ITI.pdf																																									
Aadhar *												(only jpg, jpeg, pdf and png files are allowed. File size should be less than 200 KB)												<input type="button" value="Choose File"/>												50504 31 ITI.pdf																																									
Certificate from SDO/SDM/DM*												(only jpg, jpeg, pdf and png files are allowed. File size should be less than 200 KB)												<input type="button" value="Choose File"/>												50504 31 ITI.pdf																																									
<b>Note:-</b>																																																																													

**Step1:** ITI can perform one out of two actions. (Recommend or Reject) and must upload documents.

State:		JAMMU AND KASHMIR	
<b>View Profile Correction Details</b>			
Grievance Code:		GR2208010000190001	
Grievance Sub Type:		Category, DOB, Father Name, Gender, Mother Name, Trainee Name	
Current Father Name:		NASEER AHMAD WATHLOO	
Current Mother Name:		AKHTER BEGUM	
Current Trainee Name:		SADIYA NASEER	
Current Trainee Gender:		Female	
Current Trainee Category:		OEN	
Current Date Of Birth:		20/04/2000	
Grievance Type:		Profile Before HT	
Trainee Registration Number:		R220801000019	
Modified Father Name:		awaeedghvn	
Modified Mother Name:		jmhgfds	
Modified Trainee Name:		hdthgdrhugdrhd	
Modified Trainee Gender:		Male	
Modified Trainee Category:		OBC	
Modified Date Of Birth:		05/04/2006	
10th or 12th Document:		50504 31 ITI 20220427 12 05 15.pdf	
Aadhaar Document:		50504 31 ITI 20220427 12 05 15.pdf	
Category:		50504 31 ITI 20220427 12 05 15.pdf	
<b>Action</b>			
Remark:		<input type="text" value=""/>	
Attachment(s):		<input type="button" value="Add File"/>	
( Only Jpg ,Jpeg,Png,pdf files are allowed.) ( File size should be less than 200 kb.)			
<input type="checkbox"/> I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.			
<input type="button" value="Recommend"/>		<input type="button" value="Reject"/>	
If the Information/Document details submitted by trainee is incorrect. (Please reject profile change request, so that trainee can raise the correction request again)			

# Annexure E

Trainee Original Details			
Trainee Name:	SADIYA NASEER	Father Name:	NASEER AHMAD WATHLOO
Mother Name:	AKHTER BEGUM	DOB:	20/04/2000
ITI Name:	Govt ITI Lagama,Uri	ITI Address:	Lagama, Uri
State:	JAMMU AND KASHMIR		

View Profile Correction Details			
Profile correction Details Successfully Recommended.			
Grievance Code:	GR2208010000190001	Grievance Type:	Profile Before HT
Grievance Sub Type:	Category,DOB,Father Name,Gender,Mother Name,Trainee Name	Trainee Registration Number:	R220801000019
Current Father Name:	NASEER AHMAD WATHLOO	Modified Father Name:	awsefghvn
Current Mother Name:	AKHTER BEGUM	Modified Mother Name:	jmhgids
Current Trainee Name:	SADIYA NASEER	Modified Trainee Name:	hdthgdrhugdrhd
Current Trainee Gender:	Female	Modified Trainee Gender:	Male
Current Trainee Category:	GEN	Modified Trainee Category:	OBC
Current Date Of Birth:	20/04/2000	Modified Date Of Birth:	05/04/2006
10th or 12th Document:	<a href="#">50504 31 ITI 20220427 12 05 15.pdf</a>		
Aadhaar Document:	<a href="#">20204 31 ITI 20220427 12 05 15.pdf</a>		
Category:	<a href="#">50504 31 ITI 20220427 12 05 15.pdf</a>		

Step 2: RDSDE can perform one out of two actions. (Recommend or Reject).

Current Mother Name:	AKHTER BEGUM	Modified Mother Name:	jmhgids
Current Trainee Name:	SADIYA NASEER	Modified Trainee Name:	hdthgdrhugdrhd
Current Trainee Gender:	Female	Modified Trainee Gender:	Male
Current Trainee Category:	GEN	Modified Trainee Category:	OBC
Current Date Of Birth:	20/04/2000	Modified Date Of Birth:	05/04/2006
10th or 12th Document:	<a href="#">50504 31 ITI 20220427 12 05 15.pdf</a>		
Aadhaar Document:	<a href="#">50504 31 ITI 20220427 12 05 15.pdf</a>		
Category:	<a href="#">50504 31 ITI 20220427 12 05 15.pdf</a>		
ITI Action:	<input type="text" value="Recommended"/>		
ITI Remarks:	<input type="text" value="InbdrvaXAZsdvfbgnhmjk"/>		
Documents By Approving Authorities:			
File Name	Uploaded By	Download File	
50504 31 ITI_27042023_120930.pdf	ITI	<a href="#">Download File</a>	
Action			
<input type="checkbox"/> I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.		Remarks: <input type="text" value=""/>	
<input type="checkbox"/> I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.		<input type="button" value="Recommend"/> <input type="button" value="Reject"/>	

# Annexure E

Step 2: NPIU can perform one out of two actions. (Accept or Reject).

NCVT MIS	
<b>Trainee Original Details</b>	
<b>Trainee Name:</b>	SADIYA NASEER
<b>Mother Name:</b>	AKHTER BEGUM
<b>ITI Name:</b>	Govt ITI Lagama,Uri
<b>State:</b>	JAMMU AND KASHMIR
<b>Father Name:</b>	NASEER AHMAD WATHLOO
<b>DOB:</b>	20/04/2000
<b>ITI Address:</b>	Lagama, Uri
<b>View Profile Correction Details</b>	
<b>Grievance Code:</b>	GR2208010000190001
<b>Grievance Sub Type:</b>	Category,DOB,Father Name,Gender,Mother Name,Trainee Name
<b>Current Father Name:</b>	NASEER AHMAD WATHLOO
<b>Current Mother Name:</b>	AKHTER BEGUM
<b>Current Trainee Name:</b>	SADIYA NASEER
<b>Current Trainee Gender:</b>	Female
<b>Current Trainee Category:</b>	GEN
<b>Current Date Of Birth:</b>	20/04/2000
<b>Grievance Type:</b>	Profile Before HT
<b>Trainee Registration Number:</b>	R220801000019
<b>Modified Father Name:</b>	awsefdghvn
<b>Modified Mother Name:</b>	jmhgfds
<b>Modified Trainee Name:</b>	hdthgdrhugdrhd
<b>Modified Trainee Gender:</b>	Male
<b>Modified Trainee Category:</b>	OBC
<b>Modified Date Of Birth:</b>	05/04/2006
<b>10th or 12th Document:</b>	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>
<b>Aadhaar Document:</b>	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>
<b>Category:</b>	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>
<b>ITI Action:</b>	<input type="text" value="Recommended"/>
/fnbdvcsXAZsJvbnhmjk	

# Annexure E

Current Trainee Category:	GEN	Modified Trainee Category:	OBC
Current Date Of Birth:	20/04/2000	Modified Date Of Birth:	05/04/2006
10th or 12th Document:	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>		
Aadhaar Document:	<a href="#">20204 31 ITI 20230427 12 03 12.pdf</a>		
Category:	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>		
ITI Action:	<input type="text" value="Recommended"/>		
ITI Remarks:	<input type="text" value="f76dvcvXAZsdvfgjshvjk"/>		
RDSDE Approver Remarks:	<input type="text" value="f76dvcvXAZsdvfgjshvjk"/>		

Documents By Approving Authorities		
File Name	Uploaded By	Download File
50504 31 ITI_27042023_120930.pdf	ITI	<a href="#">Download File</a>

**Action**

Remarks\*  
(No special character allowed only alpha numeric values allowed.)

I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.

Trainee Original Details	
Trainee Name:	SADIYA NASEER
Mother Name:	AKHTER BEGUM
ITI Name:	Govt ITI Lagama,Uri
State:	JAMMU AND KASHMIR
Father Name:	NASEER AHMAD WATHLOO
DOB:	20/04/2000
ITI Address:	Lagama, Uri

View Profile Correction Details	
Profile correction Details Successfully updated and Grievance is Closed.	
Grievance Code:	GR2208010000130001
Grievance Sub Type:	Category,DOB,Father Name,Gender,Mother Name,Trainee Name
Current Father Name:	NASEER AHMAD WATHLOO
Current Mother Name:	AKHTER BEGUM
Current Trainee Name:	SADIYA NASEER
Current Trainee Gender:	Female
Current Trainee Category:	GEN
Current Date Of Birth:	20/04/2000
Grievance Type:	Profile Before HT
Trainee Registration Number:	R220801000019
Modified Father Name:	awsefdghvn
Modified Mother Name:	jmhgtds
Modified Trainee Name:	hdthgdihugdmd
Modified Trainee Gender:	Male
Modified Trainee Category:	OBC
Modified Date Of Birth:	05/04/2006
10th or 12th Document:	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>
Aadhaar Document:	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>
Category:	<a href="#">50504 31 ITI 20230427 12 05 15.pdf</a>
ITI Action:	<input type="text" value="Recommended"/>

# Annexure E

Government Lagana, J&K		Lagana, J&K	
State: JAMMU AND KASHMIR			
<b>View Profile Correction Details</b>			
<b>Grievance Code:</b>	GR2208010000190001	<b>Grievance Type:</b>	Profile Before HT
<b>Grievance Sub Type:</b>	Category, DOB, Father Name, Gender, Mother Name, Trainee Name	<b>Trainee Registration Number:</b>	R220801000019
<b>Current Father Name:</b>	NASEER AHMAD WATHLOO	<b>Modified Father Name:</b>	awsefghun
<b>Current Mother Name:</b>	AKHTER BEGUM	<b>Modified Mother Name:</b>	jmhgfds
<b>Current Trainee Name:</b>	SADIYA NASEER	<b>Modified Trainee Name:</b>	hdtghdrhuqdrtd
<b>Current Trainee Gender:</b>	Female	<b>Modified Trainee Gender:</b>	Male
<b>Current Trainee Category:</b>	GEN	<b>Modified Trainee Category:</b>	DBC
<b>Current Date Of Birth:</b>	20/04/2000	<b>Modified Date Of Birth:</b>	05/04/2006
<b>10th or 12th Document:</b>	<a href="#">90564 31 ITI 20230427 12 05 15.pdf</a>		
<b>Aadhaar Document:</b>	<a href="#">90564 31 ITI 20230427 12 05 15.pdf</a>		
<b>Category:</b>	<a href="#">90564 31 ITI 20230427 12 05 15.pdf</a>		
<b>Action</b>			
<b>Remarks:</b> (No special character allowed only alpha numeric values allowed.)		<input type="text"/>	
<b>Attachment(s):</b> * <input type="button" value="Add File"/>			
( Only Jpg ,Jpeg,Png,pdf files are allowed.) ( File size should be less than 200 kb.)			
<input type="checkbox"/> I am certifying that, I have verified the supported documents with original documents and uploaded the documents duly signed by ITI Principal.			
<input type="button" value="Recommend"/>		<input type="button" value="Reject"/>	
If the Information/Document details submitted by trainee is incorrect, (Please reject profile change request, so that trainee can raise the correction request again)			

# Annexure F

## Bulk Fee Status – User Manual

**Step 1:** Open NCVT MIS site using the URL, <https://stage.ncvtmis.gov.in/MIS/PreLog/UserLogin.aspx>



**Welcome to MIS Application**

Enter Credentials to login to MIS System

Login ID :

Password :

Enter characters displayed: **3 7 4 5 7** [Change the picture displayed](#)

Remember Me  [Forgot Password](#)

NPTU/SPTU login will be through two factor authentication of mobile and email OTP.

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Helpdesk: ncvtmis-msd@gov.in | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | APP-AR

**Step 2:** Login with ITI creator:

The screenshot shows the user dashboard for an ITI creator. The header includes the NCVT MIS logo, the user's name (WIRISHU VERMA), and navigation links for Logout, Change Password, and Help. The main content area is titled "WELCOME TO MIS APPLICATION" and contains several sections:

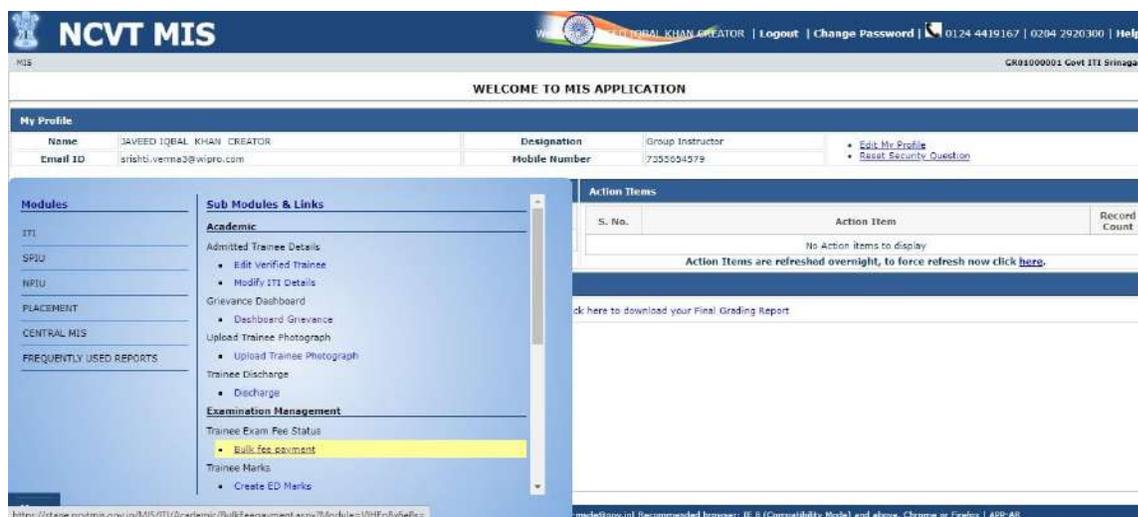
- My Profile:** A table displaying user details:
 

Name	Designation	Group	Action
NAVEED IQBAL KHAN CREATOR	Group Instructor		<a href="#">Edit My Profile</a>
Email ID: arishu.verma3@wipro.com	Mobile Number: 7355654579		<a href="#">Reset Security Question</a>
- Messages:** A table with columns S. No., Message, and Action Items. It shows "No Messages to display".
- Action Items:** A table with columns S. No., Action Item, and Record Count. It shows "No Action Items to display" and a link to refresh.
- Final Grading:** A section titled "Final Grading (This is the Final Rating report for your ITI as per date (30th July 2018))". It shows a "Final Rating of ITI - 2.62" with a star rating and a link to download the report.

**Step 3:** Navigate to the below path:

**Menu >> ITI >> Examination Management >> Trainee exam fee status >> Bulk Fee Payment**

# Annexure F



The screenshot shows the NCVT MIS home page. At the top, there is a navigation bar with the NCVT logo, the user's name 'WILSON ABU BAKAR KHAN CREATOR', and links for 'Logout', 'Change Password', and contact information. Below this is a 'WELCOME TO MIS APPLICATION' message. The main content area is divided into three sections: 'My Profile', 'Modules', and 'Action Items'. The 'My Profile' section shows the user's name, email, designation (Group Instructor), and mobile number. The 'Modules' section lists various options like ITI, SPJU, NPTU, etc. The 'Action Items' section is currently empty, displaying 'No Action Items to display' and a message that items are refreshed overnight.

On clicking Bulk fee payment, below page will be open.



The screenshot shows the 'Pay Bulk Trainee Fee' page. It features a search form with a dropdown for 'Exam System' and a 'Session' dropdown. Below the form, there are 'Search' and 'Clear' buttons. A red message states 'All fields marked with \* are mandatory.' Below the search form, there are sections for 'Details Of Trainees For Payment' and 'Status Of Payments', both of which are currently empty.

Step 4: After click on search button details of the trainee will be visible.



The screenshot shows the 'Select Trainees For Submission of CBT Fee' page. It displays a table with the following columns: S. No., Registration No., Trainee Name, Trade, Year, Year/Semester, Subjects, and a checkbox. The table contains 13 rows of trainee data.

S. No.	Registration No.	Trainee Name	Trade	Year	Year/Semester	Subjects	
1.	R14080100078	WAJAHAT KAREEM	Computer Operator and Programming Assistant	2014	2	Paper-I	<input type="checkbox"/>
2.	R14080100090	SAQQA QAZIAR	Computer Operator and Programming Assistant	2014	2	Paper-I	<input type="checkbox"/>
3.	R14080100082	HUZAFFAR ALI	Computer Operator and Programming Assistant	2014	2	Paper-I	<input type="checkbox"/>
4.	R140801000258	MIR RAHIL ALI	Electronics Mechanic	2014	3	Paper-I, Paper-II	<input type="checkbox"/>
5.	R140801000258	MIR RAHIL ALI	Electronics Mechanic	2014	4	Paper-I, Paper-II	<input type="checkbox"/>
6.	R140801000259	UMER FAROOQ	Electronics Mechanic	2014	2	Paper-II	<input type="checkbox"/>
7.	R140801000259	UMER FAROOQ	Electronics Mechanic	2014	3	Paper-I, Paper-II	<input type="checkbox"/>
8.	R140801000259	UMER FAROOQ	Electronics Mechanic	2014	4	Paper-I, Paper-II	<input type="checkbox"/>
9.	R140801000344	INAYAT ULLAH	Electrician	2014	2	Paper-II	<input type="checkbox"/>
10.	R140801000344	INAYAT ULLAH	Electrician	2014	3	Paper-I, Paper-II	<input type="checkbox"/>
11.	R140801000344	INAYAT ULLAH	Electrician	2014	1	Paper-I	<input type="checkbox"/>
12.	R140801000344	INAYAT ULLAH	Electrician	2014	4	Paper-I, Paper-II	<input type="checkbox"/>
13.	R140801000351	DANISH SHABEER	Electrician	2014	3	Paper-I, Paper-II	<input type="checkbox"/>

## Annexure F

Sl. No.	Registration No.	Trainee Name	Trade	Year	Workshop Calculation and Science	Trade Theory	Employability Skills
263	R200801001734	KH JAVID AHMAD	Mechanic Diesel (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
264	R200801001732	SUHAIL JAVID	Mechanic Diesel (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
265	R200801001747	JAWAD AHMAD DAR	Mechanic Diesel (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
266	R200801001749	SHAIQ OWAIS	Mechanic Diesel (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
267	R200801001771	ZEEESHAN NISAR	Sewing Technology (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
268	R200801002150	FIZA MUSHTAQ	Front Office Assistant (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
269	R200801002151	NAQEERA	Front Office Assistant (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
270	R200801002158	IQRA MANZOOR	Front Office Assistant (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
271	R200801002167	MUSKAN FAROOQ	Front Office Assistant (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
272	R200801002259	NUSRAT MAQBOL	Computer Operator and Programming Assistant (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
273	R200801002260	AHRAZ IQBAL	Digital Photographer (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
274	R200801005442	RAHIL HUSSAIN GANAYEE	Mechanic Diesel (NSQF)	2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Add Selected, Add All

Details Of Trainees For Payment

Status Of Payments

**Step 5:** After selecting the trainee, click on “Add selected” or “Add all” button.

**Step 6:** Select the trainee from “Details of the trainee in cart” and click on “Proceed to pay” button,

S. No.	Registration No.	Trainee Name	Trade	Year	Amount
1	R200801002260	AHRAZ IQBAL	Digital Photographer (NSQF)	2020	213
2	R200801005442	RAHIL HUSSAIN GANAYEE	Mechanic Diesel (NSQF)	2020	213

Buttons: Add Selected, Add All, Proceed to Pay

Status Of Payments

New page will be open, where the exam fee details for selected trainee.

Exam Fee For Selected Trainees	
ITI Code:	GR01000001
ITI Name:	Govt Industrial Training Institute Srinagar
Trainee Count:	2
Total Amount:	426*

Buttons: Pay Now, Back

## Annexure F

**Step 7:** click on “Pay now” button, page will be redirected to NIMI fee payment page.

### Pay CTS CBT - EXAM Fees

Fill in the required fields below to proceed to Pay

TID :	1666854503116
Application Ref Id :	2271
Amount :	Rs. 426
<b>Billing information :</b>	
Candidate Name :	Govt Industrial Training Institute Srinagar
Address :	Baghi Diliawar Khan
City :	
District :	SRINAGAR

City :	
District :	SRINAGAR
State :	JAMMU AND KASHMIR
PIN :	190002
Country :	India
Contact Mobile :	9811968009
Contact Email :	srishti.verma3@wipro.com
Payment info & other messages will be sent to this email only	
<input type="checkbox"/> I know this fees for participating in CTS CBT Exams 2022 and not refundable	
<input type="button" value="PayNow"/>	
You will be redirected to CCAvenue Payment Page	

**Step 8:** click on the declaration and click on “Pay now” button, below page will be visible.

# Annexure F



English ▾

### Billing Information

Govt Industrial Training Institute Srinagar	
Baghi Dilawar Khan	
190002	SRINAGAR
JAMMU AND KASHMIR	India ▾
9811968009	srishti.verma3@wipro.com
Notes (Optional)	

### ORDER DETAILS

Order #:	2271
Order Amount	426.00
Convenience Fee	0.00
Tax(18.00%)	0.00
<b>Total Amount</b>	<b>INR 426.00</b>

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### Payment Information

Credit Card >	We Accept :
Debit Cards	

9811968009	srishti.verma3@wipro.com
Notes (Optional)	

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### Payment Information

Credit Card >	We Accept :
Debit Cards	
Net Banking	
Cash Card	
Wallet	
UPI	
EMI Options	

Card Number

Expiry Date Month ▾ Year ▾ CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

**INR 426.00** (Total Amount Payable)

Make Payment Cancel

Powered by

Now user have different payment options like UPI, net banking, credit card /debit card and EMI or user can make payment with QR Code.

**Step 9:** Page will be redirected to CC avenue payment gateway, after successful payment below page will be shown.

# Annexure F

The screenshot displays the Ministry of Skill Development And Entrepreneurship website. The header includes the ministry's name and logo, along with navigation links for Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool. A secondary header contains links for Support, Login, FAQ, Help, and SiteMap. The main content area is titled "ITI Payment Detail" and shows a confirmation box with the following information:

Transaction No:	111678136160		
Amount:	1.00	Status:	Success

An "OK" button is located below the confirmation box. The footer of the page contains the copyright notice: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India."