USER MANUAL

NCVT MIS ITI Trainee Discharge
STEP – 1:- Open NCVT site using the URL, [https://ncvtmis.gov.in/pages/home.aspx](https://ncvtmis.gov.in/pages/home.aspx)

STEP – 2:- Click the Login Link on page

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Welcome to NCVT-Management Information System

- Dear User, if you have not participated in the User verification process – Initiated in Feb 19. Your account has been deleted. To enable the access again, please reintiate the New User Creation process with DGT.
- CTS Admission for Academic session 2019 has been Opened for all SPJU's from 12th Sep 2019.
- Trainee verification functionality has been temporarily blocked untill further notification from DGT.

For Apprenticeship related work kindly visit [apprenticeship.gov.in](http://apprenticeship.gov.in)

For any issue related to portal, kindly log a ticket from here (Refer the mail regarding your credential.)

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1966 (the then National Council of Training in Vocational Trades—NCTVT). The Council...

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STEP – 3:- Login with ITI credentials.
STEP – 4:- Navigate to the below path:-

Menu→ ITI→ Academic→ Discharge Trainee → Discharge Trainee

STEP – 5:- Following screen will appear on clicking on Discharge Trainee menu, fill the trainee details (Admission Request No, Trainee Name or Select Trade) or click on “Search” button.

NOTE : “Admission Request No, Trainee Name or Select Trade” fields are non-mandatory and user can directly click on search to get List of Trainees.
STEP – 6:- List of trainees will be displayed for discharge.

STEP – 7:- Select the trainee record which is to be discharged and click on “Discharge” button.
STEP – 8: Message “Trainee Discharge successfully” message will be displayed on Page. And Trainee details will be removed from the List of Trainee on Page.