To,

The All Principal (Govt./Pvt.) dealing with Craftsmen Training Scheme

Sub: Furnishing the staff details on NCVT MIS Portal.

Sir/Madam,

All the ITIs are here by advised to fill the staff details on NCVT MIS (Link available in ITI creator login for filling the data and through approver ID data to be approved, SoP enclosed.) latest by 17.08.2020.

If any ITI either Govt. or Private failed to submit the staff details before the cut-off date, such ITIs will not be allowed to download of hall tickets of the respective students of their ITIs.

Yours Sincerely

(Sunil Kumar Gupta)
Director

Copy to:

1. Senior PPS to DG/AS, DGT New Delhi.
2. Senior PPS to (DDG-I), Senior PPS to (DDG-II), Senior PPS to (DDG-III)
3. State Directors/Commissioner dealing with Craftsmen Training Scheme.

(Ravi Chilukoti)
Joint Director
USER MANUAL

Instructor Module(MIS-ITI)
STEP – 1:- Login into MIS using (ITI-Creator).
STEP – 2: Navigate to Menu -> ITI -> Administration -> Instructor Details -> Create

STEP – 3: Record Instructor details page gets Opened.
STEP 4: After Redirected to Instructor details Page you will see available tabs to fill Instructor Details: Instructor Details, Educational Qualification Details, Employment Details, Bank Details.

**Personal Details**

- **ID No.:** [Field]
- **Date of Birth:** [Field]
- **Name Status:** [Field]
- **Blood Group:** [Field]
- **Mother's Name:** [Field]
- **Father's Name:** [Field]
- **Mobile No.:** [Field]

**Permanent Address**

- **Address:** [Field]
- **State:** [Field]
- **District:** [Field]
- **Pin Code:** [Field]

**Correspondence Address**

- **Address:** [Field]
- **State:** [Field]
- **District:** [Field]
- **Pin Code:** [Field]

**Qualification Details**

- **Degree:** [Field]
- **Year:** [Field]
- **Institute:** [Field]
- **Percentage:** [Field]

**Employment Details**

- **Institute Name:** [Field]
- **Category:** [Field]
- **Category Details:** [Field]
- **Email Address:** [Field]

**Bank Details**

- **Name:** [Field]
- **Address:** [Field]
- **IFSC Code:** [Field]
- **Account No.:** [Field]
- **Branch:** [Field]

**Additional Details**

- **Email:** [Field]
- **Photo:** [Upload]

---

STEP 5: Filling the details of Instructor tab Wise:-

1. Instructor Details:-

   **Personal Details**

   - **ID No.:** 281012814
   - **Date of Birth:** 09/11/1980
   - **Name Status:** [Field]
   - **Blood Group:** [Field]
   - **Mother's Name:** [Field]
   - **Father's Name:** [Field]
   - **Mobile No.:** 9999999999

   **Permanent Address**

   - **Address:** [Field]
   - **State:** [Field]
   - **District:** [Field]
   - **Pin Code:** [Field]

   **Qualification Details**

   - **Degree:** M.Tech
   - **Year:** 2010
   - **Institute:** [Field]
   - **Percentage:** [Field]

   **Employment Details**

   - **Institute Name:** [Field]
   - **Category:** [Field]
   - **Category Details:** [Field]
   - **Email Address:** [Field]

   **Bank Details**

   - **Name:** [Field]
   - **Address:** [Field]
   - **IFSC Code:** [Field]
   - **Account No.:** [Field]
   - **Branch:** [Field]

   **Additional Details**

   - **Email:** [Field]
   - **Photo:** [Upload]
2. Educational Qualification Details:

**NCVT MIS**

**Record Instructor Details**
- Photograph file size should not be less than 10 KB or greater than 200 KB.
- Photograph dimensions should be 3.5 cm x 4.5 cm (132 x 170 pixels).

**Educational Qualification Details**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Examination Passed</th>
<th>Passing Year</th>
<th>School/University/Board/Council</th>
<th>Subject</th>
<th>Grade</th>
<th>Percentage (%)</th>
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<tbody>
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**Technical Qualification Details**

<table>
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<th>Passing Year</th>
<th>School/University/Board/Council</th>
<th>Subject</th>
<th>Grade</th>
<th>Percentage (%)</th>
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**GTEIS Certification Details**

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<th>Training Scheme</th>
<th>Trade</th>
<th>Passing Year</th>
<th>Examination Body</th>
<th>Aggregate (%) of Marks</th>
<th>Duration of Training (in months)</th>
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</table>

3. Employment Details:

**NCVT MIS**

**Record Instructor Details**
- Photograph file size should not be less than 10 KB or greater than 200 KB.
- Photograph dimensions should be 3.5 cm x 4.5 cm (132 x 170 pixels).

**Employment Details**

<table>
<thead>
<tr>
<th>Employee Code</th>
<th>Employee Name</th>
<th>Employee Date</th>
<th>Employee Group</th>
<th>RPL Number</th>
<th>Date of joining</th>
<th>Basic Pay</th>
<th>Date of Last Promotion</th>
<th>Trade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>John Doe</td>
<td>01/01/2022</td>
<td>A</td>
<td>1234567890</td>
<td>01/01/2022</td>
<td>50000</td>
<td>01/01/2022</td>
<td>Electrician</td>
<td>2</td>
</tr>
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</table>

**Other Details**

- Department: Administration
- Salary: 50000
- Basic Pay: 50000
- Date of joining: 01/01/2022
- Date of Last Promotion: 01/01/2022
- Trade: Electrician
- Grade: 2

All fields marked with * are mandatory.

Sensitivity: Internal & Restricted
4. Bank Details:

NOTE: All above create tabs have Mandatory field, Please make sure to Fill those fields, otherwise you will not be able to save or Upload Documents for instructor Details Page.

STEP - 6:- Now either the User can Save or Save and Upload Documents for the Instructor details, if he select save as Draft a new window will open where mentioned “Details Saved Successfully”:-
If user clicks on save and upload document button a new page will be opened where user need to upload photograph, pan card and joining letter.

**NCVT MIS**

**Record Skill Details**

- **Photograph**: Choose File [2 Mb max]
- **Pan Card**: Choose File [2 Mb max]
- **Joining Letter**: Choose File [2 Mb max]

Note: The Maximum size to upload file size is 200kb and minimum size is 10kb and only .jpg, .jpeg & .png format is supported. On clicking submit button it will redirect to new page where user need to upload the Educational Qualification Documents.

Note: All fields are mandatory and Declaration check box is also Mandatory.

**NCVT MIS**

**Record Instructor Details**

**Educational Qualification Details**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Examination Passed</th>
<th>Passing Year</th>
<th>School/University/Board/Council</th>
<th>Subject</th>
<th>Grade</th>
<th>Percentage(%)</th>
<th>Document</th>
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**Technical Qualification Details**

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<th>School/University/Board/Council</th>
<th>Subject</th>
<th>Grade</th>
<th>Percentage(%)</th>
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**CCTS Certification Details**

<table>
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<th>Passing Year</th>
<th>Examination Body</th>
<th>Aggregate (Mark)</th>
<th>Duration of Training (in month(s))</th>
<th>Document</th>
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</tr>
</tbody>
</table>

Note: Document size should not be less than 10 KB or greater than 200 KB. Only .pdf, .doc, .docx, .jpg, .jpeg, .png files are allowed to upload.

Sub: Clear

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Restricted V1.0 Page | 7

Sensitivity: Internal & Restricted
Click On Edit and you will be redirected to Instructor Details Page with All the saved data

### NCVT MIS

**Record Instructor Details**

*Photograph file size should not be less than 10 KB or greater than 300 KB.*
*Photograph dimensions should be atleast 3.5cm x 4.5cm (132 x 170 pixels).*

<table>
<thead>
<tr>
<th>Instructor Details</th>
<th>Educational Qualification Details</th>
<th>Employment Details</th>
<th>Bank Details</th>
</tr>
</thead>
<tbody>
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<td>Personal Details</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
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<td></td>
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<tr>
<td>Marital Status</td>
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<td>Language Known</td>
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<td>Blood Group</td>
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<table>
<thead>
<tr>
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<th>Correspondence Address</th>
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<td>Address</td>
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<td>State</td>
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</tr>
<tr>
<td>District</td>
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<tr>
<td>Pin Code</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Alternate Mobile Number</th>
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**Instructor Name:**
- Name: [Name]
- Category: [Category]
- Father/Husband Name: [Name]
- PAN/DP/DIN/MS No.: [Number]
- Email Address: [Email]

**Note:** All the steps are similar as we followed in Instructor creator.
**Action by ITI-Approver (MIS)**

**STEP - 1:** Login into MIS using ITI-Approver.

**STEP - 2:** Navigate to Menu -> SPIU -> Administration -> Inspection Report -> Approve.
NOTE: Click on Search and you will able to see all the instructors which are pending for approval without selecting any field.

**STEP - 3:** Select the data which you want to take Action on, as user can either approve, reject or can send for correction.
1. Approved

### NCVT MIS

#### Instructor Details Approval

**Search Criteria:**
- **Instructor Name**
- **Department**
- **Designation**

#### List of Instructor

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Instructor ID</th>
<th>Instructor Name</th>
<th>DOB</th>
<th>Department</th>
<th>Gender</th>
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<th>Created On</th>
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<td>Rajesh</td>
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<td>25 Jun 2020</td>
<td>Approved</td>
<td>Rejoin</td>
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<td>Arvind</td>
<td>01/01/1990</td>
<td>Accounts</td>
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<td>MHTC/KK Singh</td>
<td>25 Jun 2020</td>
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<td>Rejoin</td>
</tr>
<tr>
<td>13</td>
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<td>25 Jun 2020</td>
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</table>

#### Menu

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**Click On Submit.**

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**Restricted**

**V1.0**

**Page 12**

**Sensitivity: Internal & Restricted**
## List of Instructor

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<th>Created On</th>
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### 2. Rejected:

Click on Submit.

Sensitivity: Internal & Restricted
### List of Instructor

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Instructor ID</th>
<th>Instructor Name</th>
<th>DOB</th>
<th>Department</th>
<th>Gender</th>
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<th>Created On</th>
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<th>Remarks</th>
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<td>Administration</td>
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<tr>
<td>2</td>
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<td>16/01/1991</td>
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<td>Male</td>
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### Instructor Details

**Instructor Name:** Tejpal Goyal

**DOB:** 05/01/1955

**Department:** Administration

**Gender:** Male

**Created By:** NITI AYAN

**Created On:** 17.06.2022

**Status:** Active

**Remarks:** 

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3. Send for Correction:-

Click on Submit.

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Sensitivity: Internal & Restricted
## Instructor Details Approval

### List of Instructor

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Instructor ID</th>
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### Notes

- **NOTE:** If "correction required" is selected, then the data again can be seen in creators edit list.