To,

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

Sub: Furnishing the staff details on NCVT MIS Portal.

Sir/Madam,
As many Instructor posts are lying vacant in ITIs across the country which is affecting the quality training in ITIs, accordingly DGT issued circular vide letter dt. 13.07.2020 advising all ITIs to fill the details staff working. However as on 17.08.2020 (cut off date) only 54864 staff details were filled by various ITIs.

Keeping in view of the difficulties faced by ITIs, again link for filling the staff details in ITI Creator ID (Link available in ITI creator login for filling the data and through approver ID data to be approved, SoP enclosed.) from 25.08.2020 to 31.08.2020 will be enabled. Further, it is also clarified that UID is not mandatory but it is provisional. The UID details will be masked.

If any ITI either Govt. or Private failed to submit the staff details before the cut-off date i.e 31.08.2020, such ITIs will not be allowed to download of hall tickets of the respective students of their ITIs.

Yours Sincerely

(Sunit Kumar Gupta)
Director

Copy to:
1. Sr PPS to DG/AS,DGT New Delhi.
2. Sr PPS to (DDG-I), Senior PPS to (DDG-II), Senior PPS to (DDG-III)
3. State Directors/Commissioner dealing with Craftsmen Training Scheme.
4. M/s Wipro Ltd, Greater Noida, UP

(Ravi Chilukoti)
Joint Director
STEP – 2: Navigate to Menu -> ITI -> Administration -> Instructor Details -> Create

STEP – 3: Record Instructor details page gets Opened.
2. Educational Qualification Details:

### NCVT MIS

**Record Instructor Details**
- **Instructor Details**: Educational Qualification Details | Employment Details | Bank Details
- **Educational Qualification Details**
  - **Name**: [Redacted]
  - **Father's Name**: [Redacted]
  - **Date of Birth**: 01/01/1980
  - **Gender**: Male
  - **Adhaar Number**: [Redacted]
  - **Mobile Number**: [Redacted]
  - **Email Address**: [Redacted]
  - **Qualification**: [Redacted]
  - **Percentage**: [Redacted]
  - **Subject**: [Redacted]

**Technical Qualification Details**
- **Name**: [Redacted]
- **Institution Name**: [Redacted]
- **Year of Passing**: 2010
- **Percentage**: [Redacted]
- **Subject**: [Redacted]

**Certificate Details**
- **Name**: [Redacted]
- **Institution Name**: [Redacted]
- **Year of Passing**: 2010
- **Percentage**: [Redacted]
- **Subject**: [Redacted]

3. Employment Details:

### NCVT MIS

**Record Instructor Details**
- **Instructor Details**: Educational Qualification Details | Employment Details | Bank Details
- **Employment Details**
  - **Name**: [Redacted]
  - **Father's Name**: [Redacted]
  - **Date of Birth**: 01/01/1980
  - **Gender**: Male
  - **Adhaar Number**: [Redacted]
  - **Mobile Number**: [Redacted]
  - **Email Address**: [Redacted]
  - **Designation**: [Redacted]
  - **Department**: [Redacted]
  - **Salary**: [Redacted]
  - **Basic Pay**: [Redacted]
  - **Allowances**: [Redacted]
  - **Qualification**: [Redacted]
  - **Year of Passing**: 2010
  - **Percentage**: [Redacted]
  - **Subject**: [Redacted]
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.

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.
Note: All the steps are similar as we followed in Instructor creator.
NOTE: Click on Search and you will be 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.

Restricted

V1.0
2. Rejected:

Click on Submit.
3. Send for Correction:

Click on Submit.

Restricted

V1.0

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Sensitivity: Internal & Restricted