STEP- 1 :- Open NCVT site using the URL, www.ncvtmis.gov.in

STEP- 2 :- Go to Trainee Profile Page under Trainee Menu.
STEP-3:- Enter the Trainee Details to Authenticate the Trainee.

- Registration No.
- Father/Guardian Name
- Date Of Birth
- Enter Image text

STEP-4 Click the Remember Me checkbox

STEP-5 Click on Submit Button.
STEP-6: Click on the Verify Trainee hyperlink.
STEP-7 :: Check the following Trainee Details :-

- Trainee Name
- Date Of Birth
- Father’s Name
- Mother’s Name

NOTE:-
Update the above details only when any modification is required.

STEP-8 :: Enter the valid Mobile Number and Email ID of Trainee.

NOTE:-

a) Verify the Mobile Number and Email ID before submission
b) A mobile Number and an Email ID can be used to verify only a single Trainee.

STEP-9 :: Click the Formal Declaration checkbox.

STEP-10:: Click the Submit button.
"Record Saved Successfully" message will get populated.
NOTE:-

RESEND

In case you have not receive OTP within 2- 3 minutes. Click on Resend OTP link. Resend OTP link takes 30 seconds to get activate after the first OTP sent by the system. Resend functionality can be used only three times.

Edit Mobile Number or Email ID

a) Click on Back Button.
b) Change the Mobile Number / Email ID and Click on Submit Button.