

# USER MANUAL

## Trainee Upload

**STEP- 1:-** Open NCVT MIS site using the URL, [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)

**STEP- 2:-** Click on the **Login** link highlighted in the below screen.



The screenshot shows the NCVT MIS website homepage. At the top, there is a header for the Ministry of Skill Development And Entrepreneurship with a navigation menu including Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, and Log Complaint. A 'Login' link is highlighted in a red box. Below the header, a welcome message is followed by three bullet points: Examination fee, Attendance & Sessional marks functionality has been reopened for ALL ITI's till 24th July 2019; Exam center mapping and hall ticket generation functionality has been reopened for ALL SPIU's till 25th July 2019; and Trainee verification functionality has been temporarily blocked until further notification from DGT. There are three photographs showing students in a workshop. Below the photos, there are two more bullet points: For Apprenticeship related work kindly visit [apprenticeship.gov.in](http://apprenticeship.gov.in); and For any issue related to portal, kindly log a ticket from [here](#) (Refer the mail regarding your credential.). A paragraph describes the National Council for Vocational Training. At the bottom, a yellow banner states: contact State Directorate for exact date of inspection. ALL THE NEW ITIs affiliated for Session 2019 are requested to fill the MIS code. The footer contains copyright information, last updated date, server details, recommended browser, and hit statistics.

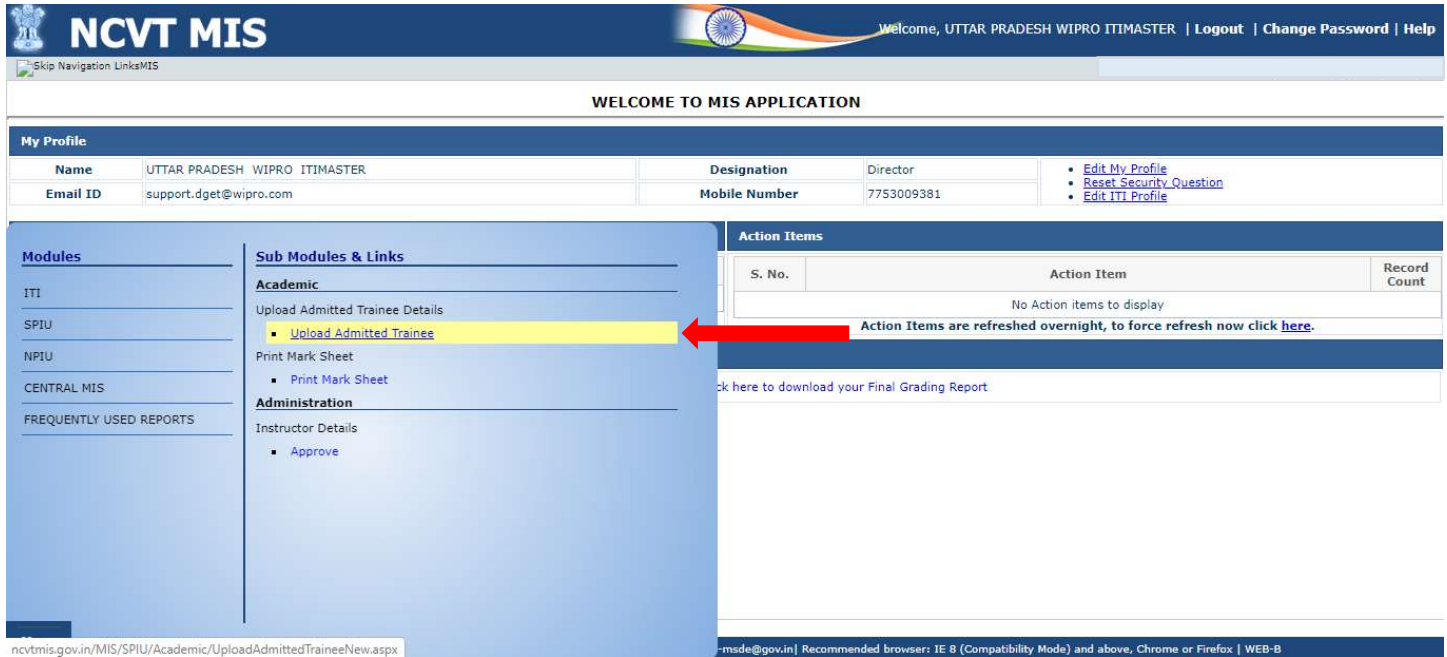
**STEP- 3:-** Login with the ITI User credentials.




The screenshot shows the login form titled 'Welcome to MIS Application'. It prompts the user to 'Enter Credentials to login to MIS System'. There are two input fields: 'Login ID : ITI\_User\_Credentials' and 'Password : .....'. A red box highlights these two fields. Below the fields, there is a 'Remember Me' checkbox, a 'Login' button, and a 'Forgot Password' link.

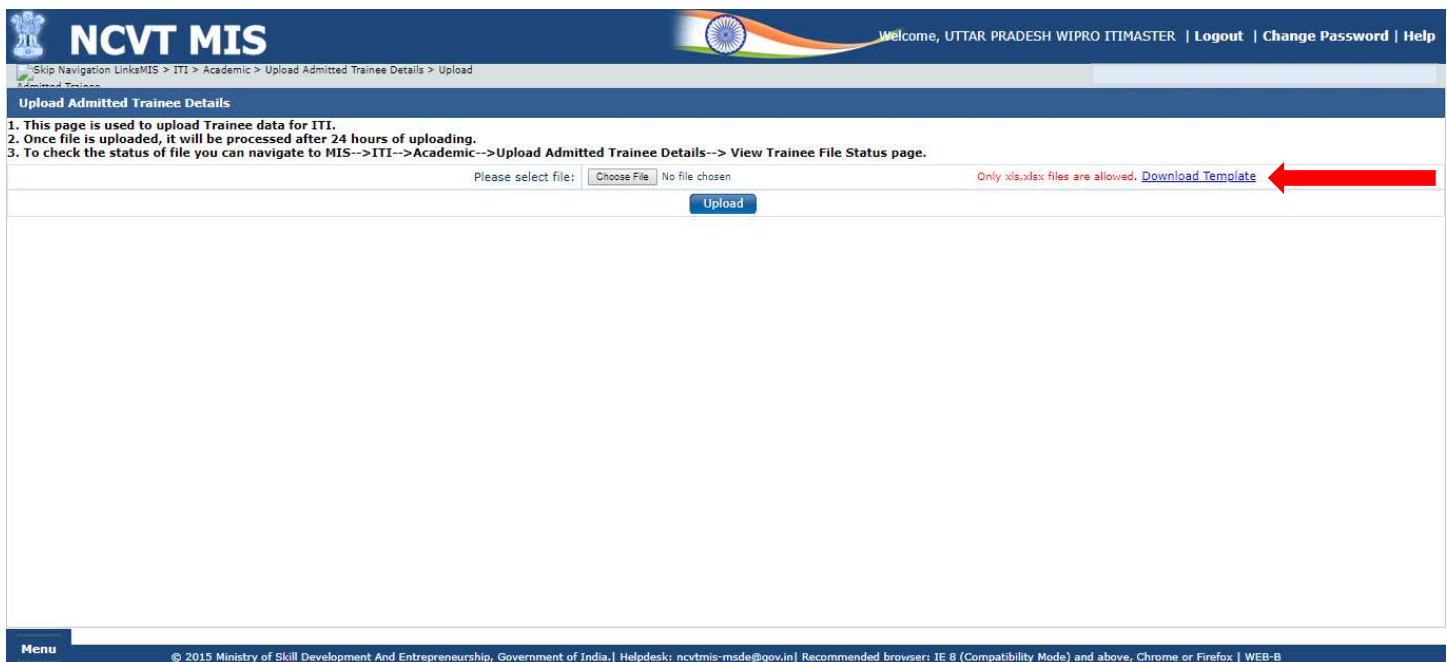
**STEP- 4:- Navigate to the below path:**

**Menu→SPIU→Academic→Upload Admitted Trainee Details→Upload Admitted Trainee**



The screenshot shows the NCVT MIS application interface. At the top, there is a header with the NCVT logo, the text "NCVT MIS", and a welcome message for "UTTAR PRADESH WIPRO ITIMASTER". Below the header, there is a "My Profile" section with fields for Name, Designation, Email ID, and Mobile Number. To the left, there is a "Modules" sidebar with links to ITI, SPIU, NPTU, CENTRAL MIS, and FREQUENTLY USED REPORTS. In the center, there is a "Sub Modules & Links" section with a tree view. The "Academic" module is expanded, showing "Upload Admitted Trainee Details" (highlighted with a red arrow), "Print Mark Sheet", and "Administration". To the right, there is an "Action Items" table with columns for S. No., Action Item, and Record Count. Below the table, there is a message: "No Action items to display. Action Items are refreshed overnight, to force refresh now click [here](#)." At the bottom, there is a footer with the URL "ncvtmis.gov.in/MIS/SPIU/Academic/UploadAdmittedTraineeNew.aspx" and recommended browser information.

**STEP- 5:- Download the correct template from the page and fill appropriate data according to the instructions given in template.**



The screenshot shows the "Upload Admitted Trainee Details" page in the NCVT MIS application. The header is the same as the previous screenshot. Below the header, there is a breadcrumb trail: "Skip Navigation Links MIS > ITI > Academic > Upload Admitted Trainee Details > Upload". The main content area has a heading "Upload Admitted Trainee Details" and three numbered instructions: 1. This page is used to upload Trainee data for ITI. 2. Once file is uploaded, it will be processed after 24 hours of uploading. 3. To check the status of file you can navigate to MIS-->ITI-->Academic-->Upload Admitted Trainee Details--> View Trainee File Status page. Below the instructions, there is a file upload section with a "Please select file:" label, a "Choose File" button, and a "No file chosen" status. To the right of the file upload section, there is a red arrow pointing to a link: "Only xls,xlsx files are allowed. [Download Template](#)". At the bottom, there is a footer with the copyright notice "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India." and recommended browser information.

**STEP- 6:- Choose the correct file and press upload button.**

**NCVT MIS** Welcome, UTTAR PRADESH WIPRO ITIMASTER | Logout | Change Password | Help

Skip Navigation Links MIS > ITI > Academic > Upload Admitted Trainee Details > Upload

**Upload Admitted Trainee Details**

1. This page is used to upload Trainee data for ITI.  
2. Once file is uploaded, it will be processed after 24 hours of uploading.  
3. To check the status of file you can navigate to MIS-->ITI-->Academic-->Upload Admitted Trainee Details--> View Trainee File Status page.

Please select file:  AdmittedTraineeTemplate.xlsx Only xls,xlsx files are allowed. [Download Template](#)

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

**STEP- 7:- To view the upload File Status Navigate to below path:**

**Menu→ITI → Academic→Upload Admitted Trainee Details →View Trainee File Status**

**NCVT MIS** Welcome, UTTAR PRADESH WIPRO ITIMASTER | Logout | Change Password | Help

Skip Navigation Links MIS

**WELCOME TO MIS APPLICATION**

**My Profile**

|                 |                               |                      |            |                                                                                                                                                                              |
|-----------------|-------------------------------|----------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>     | UTTAR PRADESH WIPRO ITIMASTER | <b>Designation</b>   | Director   | <ul style="list-style-type: none"> <li><a href="#">Edit My Profile</a></li> <li><a href="#">Reset Security Question</a></li> <li><a href="#">Edit ITI Profile</a></li> </ul> |
| <b>Email ID</b> | support.dget@wipro.com        | <b>Mobile Number</b> | 7753009381 |                                                                                                                                                                              |

**Modules**

- ITI
- SPIU
- NPIU
- CENTRAL MIS
- FREQUENTLY USED REPORTS

**Sub Modules & Links**

**Academic**

- Upload Admitted Trainee Details
  - View Trainee File Status**
- Change Trade of Trainee
  - Create

**Administration**

- Staff Details
  - Create
  - View Draft
  - Edit
  - Approve
- Upload Staff Photograph
  - Upload Staff Photograph
- Staff Instructor Mapping
  - Instructor Mapping

**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](#)

ncvtmis.gov.in/MIS/ITI/Academic/ViewTraineeUploadedFileStatus.aspx msde@gov.in | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | WEB-B

**STEP- 8:- Please fill appropriate Upload From and Upload To date in the respective fields and Press Search button**


**NCVT MIS**


Welcome, UTTAR PRADESH WIPRO ITIMASTER | [Logout](#) | [Change Password](#) | [Help](#)

[Skip Navigation Links](#)
[MIS > ITI > Academic > Upload Admitted Trainee Details > View Trainee](#)

**Uploaded Trainee File Results**

**Status Description**  
1. Pending : File has not been processed yet  
2. Running : File is getting processed  
3. Complete : File has been processed

**View Uploaded Trainee File Status**

Search Criteria

Upload From: 28/10/2019 (DD/MM/YYYY) \*

Upload To: 27/11/2019 (DD/MM/YYYY) \*

Search

Menu

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**STEP- 9:- Please click on the File Name to view the uploaded trainee records.**


**NCVT MIS**


Welcome, UTTAR PRADESH WIPRO ITIMASTER | [Logout](#) | [Change Password](#) | [Help](#)

[Skip Navigation Links](#)
[MIS > ITI > Academic > Upload Admitted Trainee Details > View Trainee](#)

**Uploaded Trainee File Results**

**Status Description**  
1. Pending : File has not been processed yet  
2. Running : File is getting processed  
3. Complete : File has been processed

**View Uploaded Trainee File Status**

Search Criteria

Upload From: 28/10/2019 (DD/MM/YYYY) \*

Upload To: 27/11/2019 (DD/MM/YYYY) \*

Search

**List of Trainee Files:**

| S. No. | File Name                                      | Total Processed Records | Success Record Count | Error Record Count | Status   | Uploaded By                                                 | Processed On |
|--------|------------------------------------------------|-------------------------|----------------------|--------------------|----------|-------------------------------------------------------------|--------------|
| 1      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 325                     | 236                  | 89                 | Complete | GR09000007-<br>Government ITI, Pandu<br>Nagar, Kanpur Nagar | 27/11/2019   |
| 2      | AdmittedTraineeTemplate(3)_20191126192609.xlsx | 674                     | 513                  | 161                | Complete | GR09000007-<br>Government ITI, Pandu<br>Nagar, Kanpur Nagar | 26/11/2019   |
| 3      | AdmittedTraineeTemplate(2)_20191126192134.xlsx | 988                     | 822                  | 166                | Complete | GR09000007-<br>Government ITI, Pandu<br>Nagar, Kanpur Nagar | 26/11/2019   |

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**STEP- 10:-** After clicking on the Trainee File Name link you can view the uploaded Trainee details.



NCVT MIS



Uploaded Trainee Results

List of Trainee Success Records:

Export

| S. No. | File Name                                      | Mobile No. | Trainee Name        |
|--------|------------------------------------------------|------------|---------------------|
| 1      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 7388980445 | DIKSHA KATIAYR      |
| 2      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 9455634390 | ANJU GOND           |
| 3      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 8299646191 | SAVITA              |
| 4      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 9696062956 | REETA DEVI          |
| 5      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 9506513823 | SHIVAM PAL          |
| 6      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 8874949635 | SHRI RAM            |
| 7      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 7786147050 | VIKASH SHARMA       |
| 8      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 9696753049 | MANEESH SINGH YADAV |
| 9      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 8127154067 | MANISH KUMAR GOND   |
| 10     | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 9651584850 | MANU BAJPAI         |

1

2

3

4

5

6

7

8

9

10

...

List of Trainee Error Records:

Export

| S. No. | File Name                                      | Mobile No. | Trainee Name        | Error Description                                                |
|--------|------------------------------------------------|------------|---------------------|------------------------------------------------------------------|
| 1      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 7800459785 | UDAY SAHU           | Mobile Number (7800459785) already exist for some other Trainee. |
| 2      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 6386326575 | ABHAY KUMAR SHARMA  | Seat is not available in particular Institute/Trade/Shift/Unit.  |
| 3      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 7985384082 | AMAN KUMAR          | Seat is not available in particular Institute/Trade/Shift/Unit.  |
| 4      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 9511013563 | SRISHTI SINGH JATAV | Seat is not available in particular Institute/Trade/Shift/Unit.  |
| 5      | AdmittedTraineeTemplate(2)_20191127161318.xlsx | 9198534700 | SUMIT               | Seat is not available in particular Institute/Trade/Shift/Unit.  |