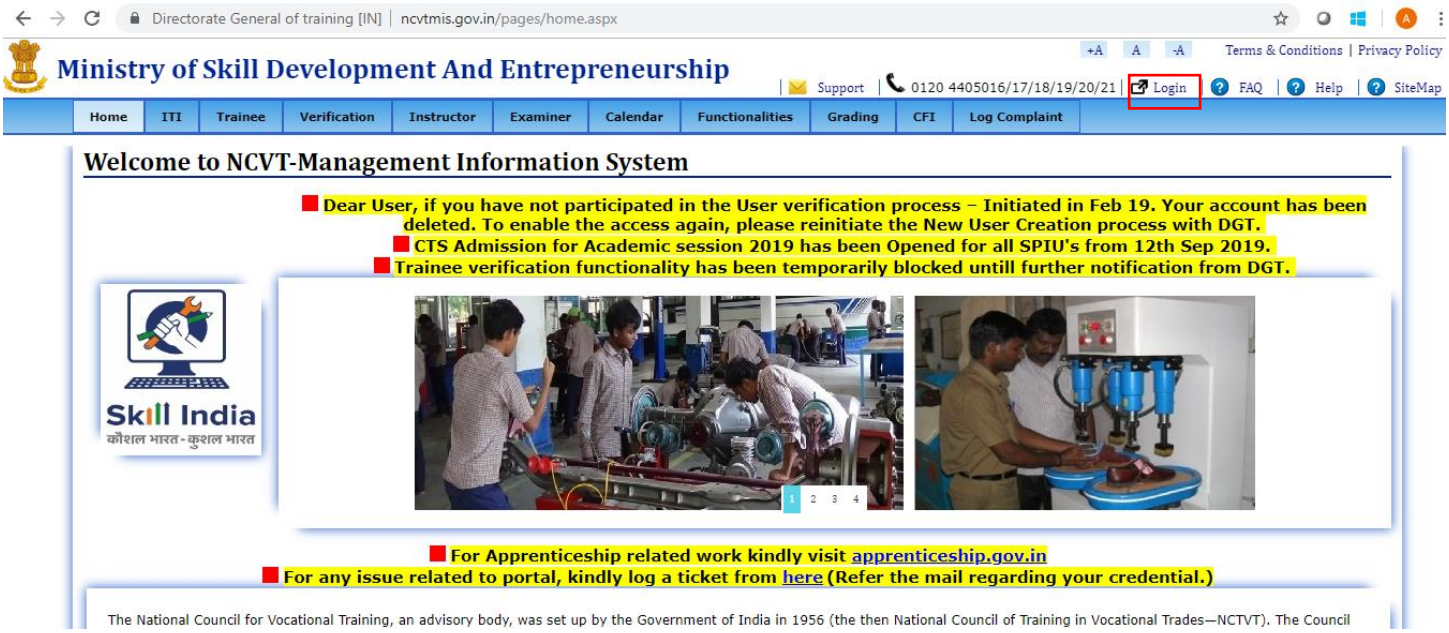
USER MANUAL

NCVT MIS ITI Trainee Discharge

Sensitivity: Internal & Restricted

STEP – 1:- Open NCVT site using the URL, https://ncvtmis.gov.in/pages/home.aspx

STEP – 2:- Click the **Login** Link on page



STEP – 3:- Login with ITI credentials.

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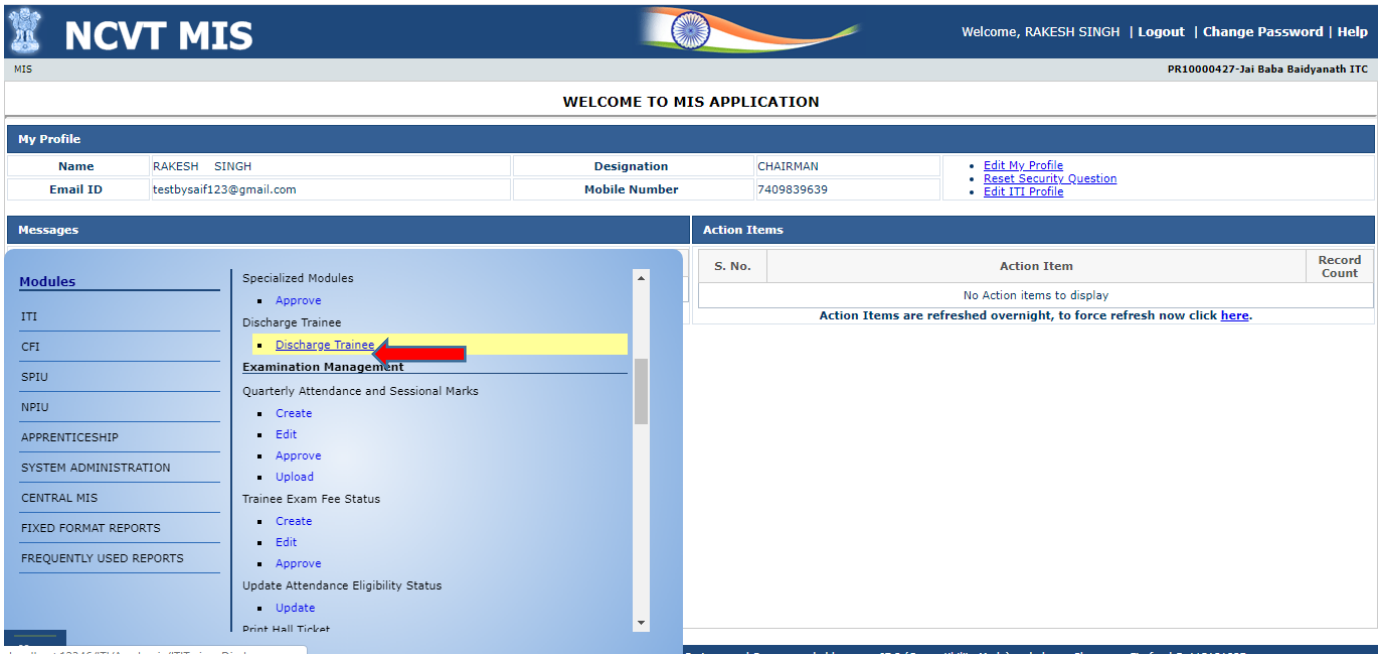
STEP – 4:- Navigate to the below path:-

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.

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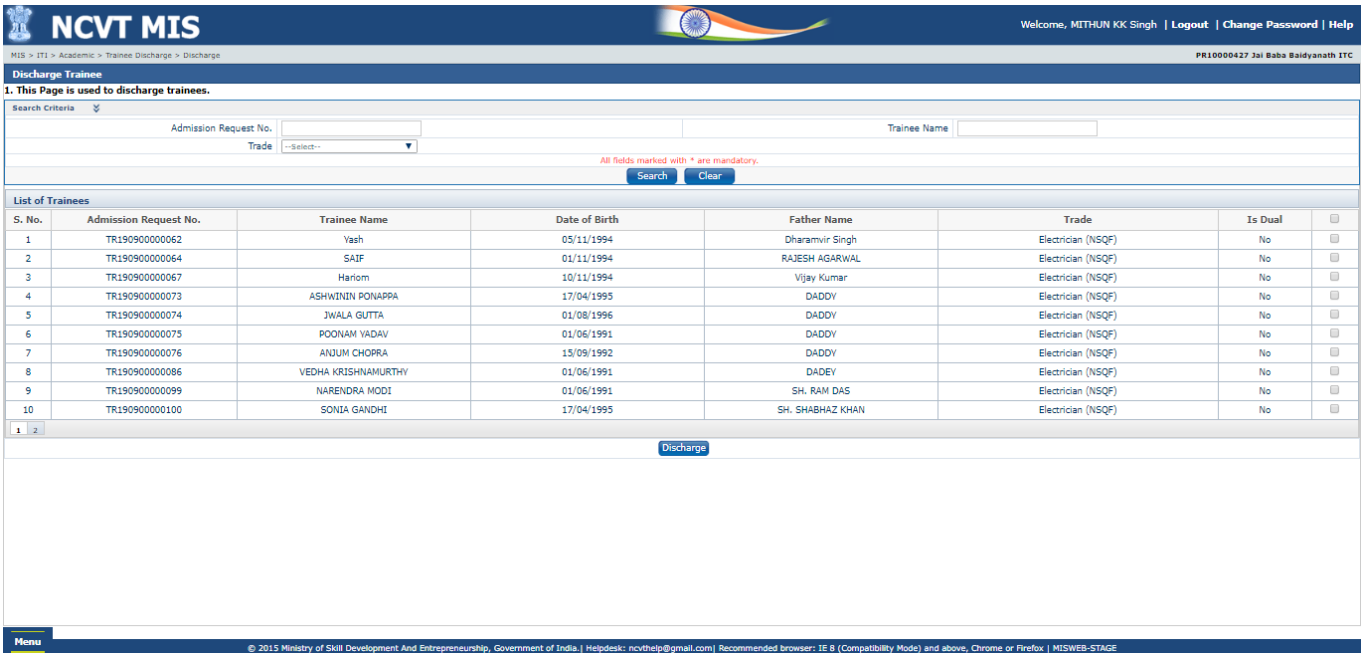
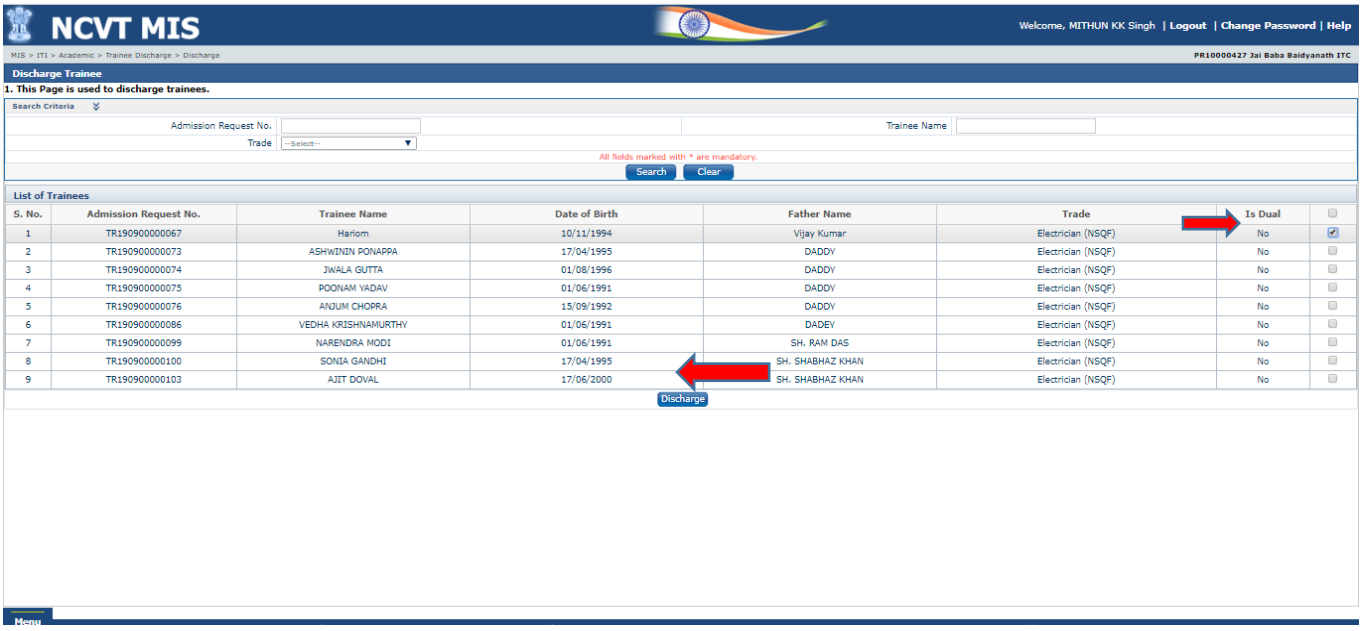
STEP – 6:- List of trainees will be displayed for discharge.



STEP – 7:- Select the trainee record which is to be discharged and click on “Discharge” button.



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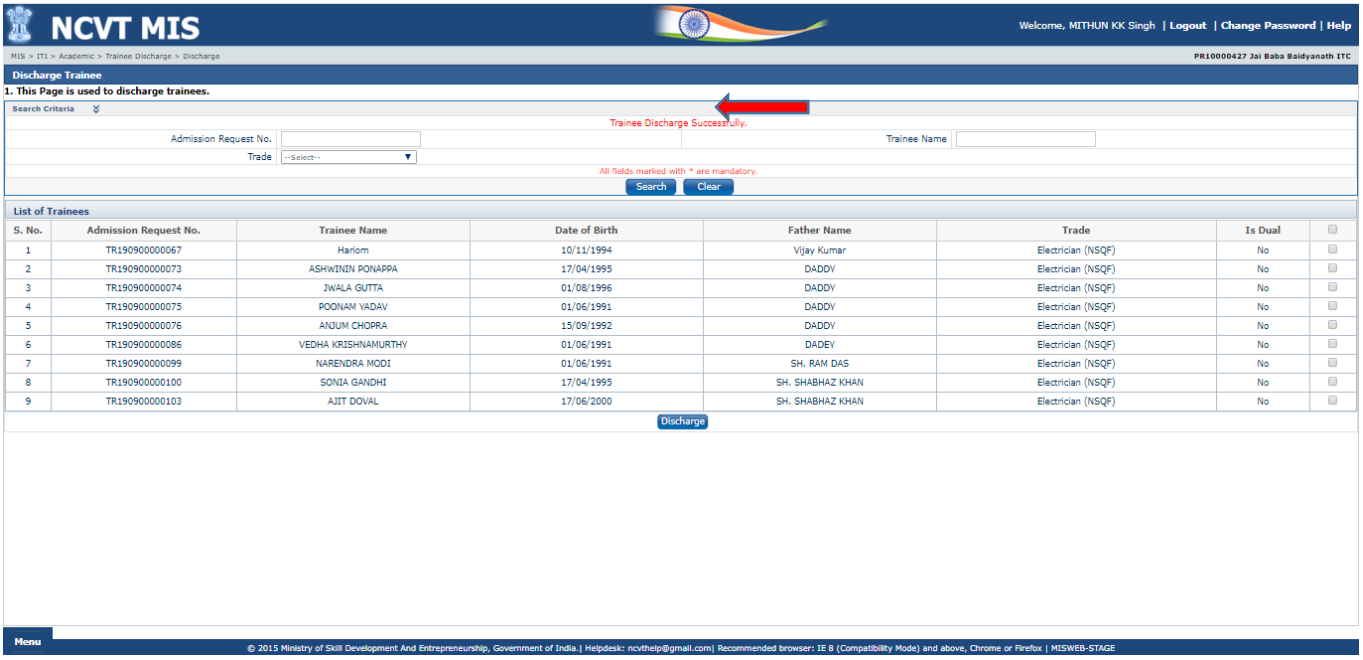
STEP – 8:- Message “Trainee Discharge successfully” message will be displayed on Page. And Trainee details will be removed from the List of Trainee on Page.



End Functionality

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