



USER MANUAL

EXAMINER MODULE

Ver-1.01

[ITI MODULE]

Submitted By

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User Manual – Examiner Module

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1. Introduction

1.1 Overview

NCVT MIS portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). NCVT MIS system is designed to automate and facilitate day to day operation of ITIs regarding; Academics, Examination, Administration etc. which are governed by NCVT. Purpose is to implement and IT system too efficiently manage data of institutes running under purview of DGT/NCVT.

1.2 Scope of the document

This document provides step by step guide on how to manage the registered Examiner's data. It provide the below given functionalities to the Nodal ITIs:

1. Approve/Reject the application of Examiner's which are registered from Public portal.
2. Mapping of Examiner.
3. Edit Examiner's profile.

2. About the Document

2.1 Intended Audience

Only authorized user as Nodal ITIs would be intended audience for this process along with State Directorate for configuration of Nodal ITIs' access.

2.2 Document Convention

This User Guide has following conventions:

1. Fields which have * sign at the end, indicates that it is mandatory.
2. Error Messages are displayed in Red color.
3. Success messages are mentioned in pop-up.
4. All the links are given in Blue color with underline.

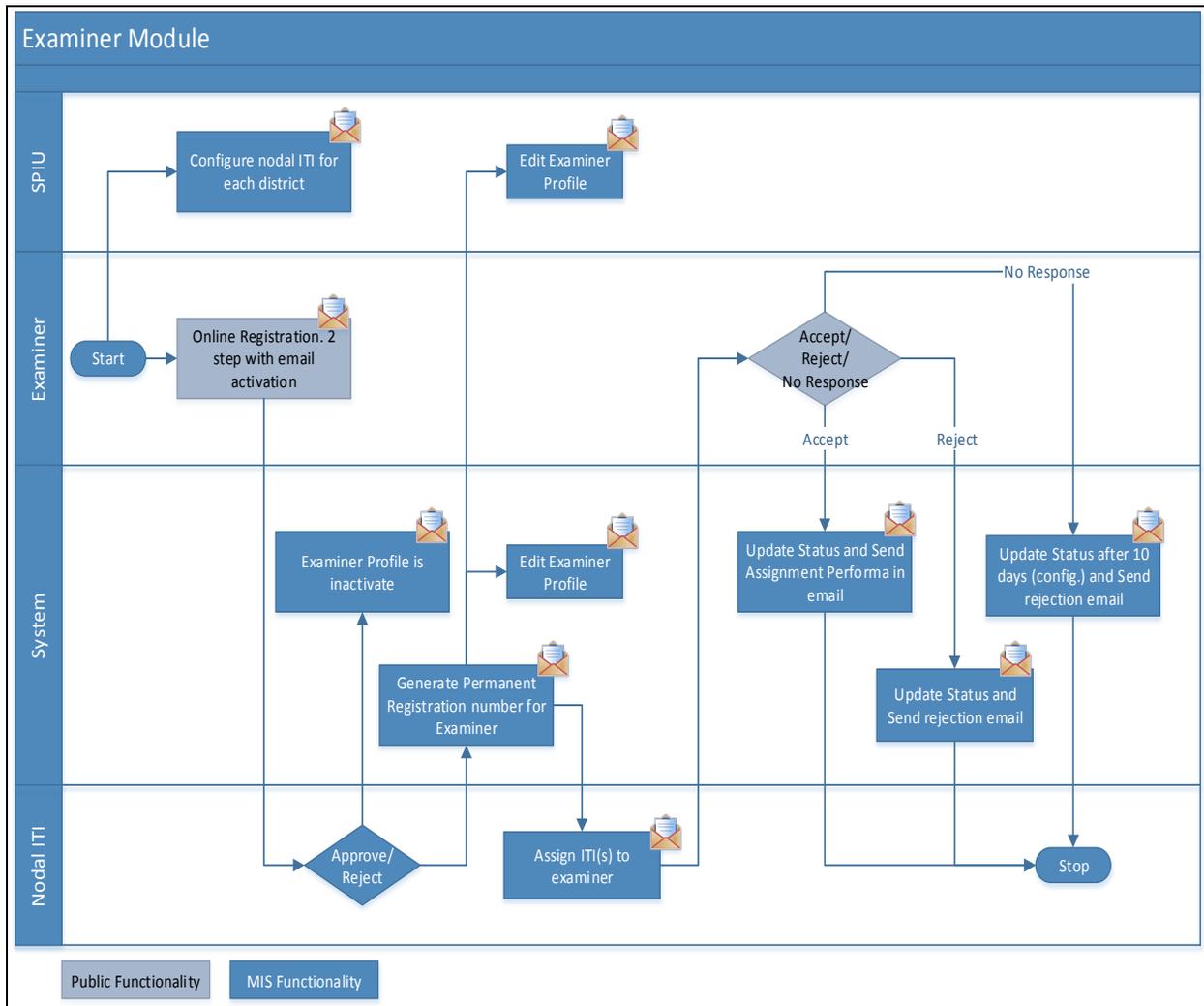
Instructions are mentions under “**Before Proceeding please ensure**” Point wise.



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3. Process Flow

Below is the Process Flow Diagram of Examiner process for better understanding:





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4. Getting Started

4.1 System Requirements

To run this application there are some basic requirements as:

- Window's Machine
- IE 8 or above/Firefox 27 or above/Chrome 32 or above.
- MS Office (2007 or above).
- Internet Connectivity (256 kbps or above)

4.2 Accessing Portal

Public portal of MIS application has been designed as a comprehensive platform for external as well as internal users of DGT to allow timely and transparent flow of information. The web portal will have information such as, details of examiner's and it's mapping details etc.

To access, type the address in the address bar as: <https://ncvtmis.gov.in/>. User will be redirected to the Home page of the Public Portal and also allows internal user (Nodal it is and SPIU's) to login into the MIS portal. Once user will click on 'Login', the user will redirect to NCVT MIS Login page

4.3 Login Page

Login page provides access to authorized users inside the MIS application. Authorized users include registered Nodal ITIs. This page also has links to recover the forgotten password. Login Page for the MIS is as follows:



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Figure: Login Page

The login page allows the user to login inside the portal. The user has to enter the User Name, Password, select the name of the Business Unit to which user belongs and click on Login. Business Unit field is a drop down menu that displays the Business Units that have been assigned to the user.

In case of unsuccessful login, a message *'Invalid password, please check...!'* would be displayed. On ten unsuccessful login attempts in a row, the user's account would be locked and a message *'Your account is locked due to 10 unsuccessful login attempts, please contact System Administrator.'* would be displayed.

Tip: Click on the password field once Username is entered, to populate the Business Unit drop down

Note: If the user account has been locked, user should contact the administrator.

In case of successful Login, No two users can login using the same **Username** into the MIS Application. If one user is already logged into the application, and the other user tries to access the MIS system using the same Username, the second user gets the **Warning** screen as follows indicating if user wants to terminate the session for the first user:



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Figure: Warning

| Warning | |
|--|---------------------------------------|
| There are already other user sessions in progress: | |
| Login IP Address | Last Access Time |
| 10.201.51.16 | 12 Oct 2012 12:00 PM |
| Continue will result in Termination of the other session. Please select from one of the following options: | |
| <input type="button" value="Continue the session"/> | <input type="button" value="Cancel"/> |

Clicking on '**Continue the session**', terminates the session for the first user. Clicking '**Cancel**' redirects the logged in user to the **Logout** page.

After successful login user can also edit the profile by clicking on **Edit my Profile** Link and also reset the security questions by clicking on **Reset Security Question** as displayed in the below screen:

Figure: Edit my Profile

The screenshot shows the NCVT MIS application interface. The header includes the NCVT logo, 'NCVT MIS', and a welcome message 'Welcome, Vijay Kumar'. The main content area displays 'WELCOME TO MIS APPLICATION' and a 'My Profile' section with the following details:

| Name | Designation | Mobile Number |
|-------------|-------------|---------------|
| Vijay Kumar | Principal | 9868552244 |

Below the profile details, there are two links: [Edit My Profile](#) and [Reset Security Question](#). The footer contains copyright information: © 2015 Ministry of Skill Development And Entrepreneurship, Government of India.

To edit the profile, follow the below given steps:

1. Click on **Edit My Profile**.
2. A Pop up will appear with the following fields as displayed below:
 - First Name
 - Middle Name



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- Last Name
- Date of Birth
- Designation
- Phone Number
- Mobile Number
- Email ID

Figure: Edit my Profile

| Modify User | |
|----------------|------------------------------|
| First Name: | Vijay * |
| Middle Name: | |
| Last Name: | Kumar * |
| Date of Birth: | 01/05/1968 * (DD/MM/YYYY) |
| Designation: | --Select-- * |
| Phone No.(O): | 01122550877 |
| Mobile Number: | 9868552244 * |
| Email ID: | dharmender.jhamb@niscg.org * |

3. Enter the required details.
4. Click on the '**Update**' to save the changes or '**Close**' to close the window.

To reset the Security Questions, follow the below given steps:

1. Click on **Reset Security Question**.
2. A Pop up will appear as displayed below:

Figure: Reset Hint Questions

| Hint Questions | |
|-------------------|------------------|
| Hint Question 1 : | ----Select---- * |
| Answer : | |
| Hint Question 2 : | ----Select---- * |
| Answer : | |

All fields marked with * are mandatory.

3. Select the Hint Questions and enter their answers.
4. Click on **Submit** to update the changes or click on **Clear** to clear the entered data.
5. If user will select **Submit**, hint questions will be updated.



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4.4 Forgot Password

If the user forgets his password, user has to recover the password. On clicking Forgot Password link, a new page prompts the user to answer the security questions. To recover the password:

1. Click **Forgot Password** link on the **Login** page. Screen for Forgot Password is as follows:

Figure: Forgot password

The screenshot shows the 'Forgot Password' page of the NCVT MIS system. The page features a blue header with the NCVT MIS logo and the Indian flag. Below the header, there is a form with the following fields: Login ID, Hint Question 1, Answer, Hint Question 2, and Answer. There are Submit and Clear buttons at the bottom of the form. A link 'Click here to go back to Login page' is also present.

2. Enter the login id.
3. Both the security questions set by users would be displayed.
4. Enter the answer and click **Submit** to submit the details or click on **Clear** to clear the entered details. On successful validation, user's password is sent on the e-mail ID registered with the DGT.

When logged in for the first time, user is redirected to the following screen to set the hint questions and their answers:

Figure: Hint questions

The screenshot shows the 'Hint Questions' page of the NCVT MIS system. The page features a blue header with the text 'Hint Questions'. Below the header, there is a form with the following fields: Hint Question 1, Answer, Hint Question 2, and Answer. There are Submit and Reset buttons at the bottom of the form.

1. Select Hint Question 1 and set the answer to the question.
2. Select Hint Question 2 (Question that has been selected in the Hint Question 1 will not get visible again in the drop down field of Hint Question 2) and set the answer to Hint Question 2.
3. Click on '**Submit**' to save the Hint Question and Answer.



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4. User is redirected to change his password. On changing Password, user can access modules of MIS application.

Note: In case user has forgotten the answers to the security question, user should contact the administrator

Tip: Click the tab key on entering Login ID such that Hint Questions are displayed on Forgot Password page



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5. State Directorate

5.1 Nodal ITI configuration

This link enables user (NPIU/SPIU) to assign the roles Nodal Officer. User need to login with the **NPIU/SPIU** account. To assign roles, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Role**.
2. Search the record ITI details and Nodal ITI details using following fields Name, Institute Type, State, District (mandatory), Status and ITI code.
3. All the records matching to search criteria are displayed under the Nodal Role ITI details and List of ITI.
4. Select the ITI under List of ITI details panel to make it **Nodal ITI**.
5. Click on **Submit**, the selected record/ITI will display under Nodal Role ITI details.

Figure: Role- Assign Nodal ITI

The screenshot shows the NCVT MIS interface for assigning a Nodal Officer role to an ITI. The page title is "Nodal Officer Role Assign to ITI". The interface includes a search form with fields for Name, State (set to Delhi), Institute Type (dropdown), District (set to Central), Status (dropdown), and ITI Code. There are "Search" and "Reset" buttons. Below the search form is a section for "Nodal Role ITI Details" which currently shows "No data found...". Below that is a "List of ITI" table with two entries:

| S. No. | ITI Code | Name | Address | District | State |
|--------|------------|--|--|----------|-------|
| 1 | PU07000023 | Yuva Shakti Industrial Training Center (for Women) | gfgjghhfhf | Central | Delhi |
| 2 | PR07000074 | Nav Prabhat (ITI) | 52 A, S.P. Mukherjee Market, Faiz Road, Karol Bagh | Central | Delhi |

A "Submit" button is located below the table.



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6. ITI

This module enables users of Industrial Training Institute to manage the Examiner's data. The module will be accessible to all Nodal ITIs.

6.1 Examiner

6.1.1 ITI Examiner Assignment

This module enables the Nodal ITI user's to manage the registered Examiner data (if verified/activated) across the District in MIS system. User can approve the registered Examiner (the one who registered for Examiner from Public page), can map the Examiner as per the preferred Trade and District and also can edit the Examiner data, as discussed in further sections.

6.1.1.1 Approve Registered Examiners

This link enables user to approve the details of the registered Examiner. User need to login with the **Approver** account. On approval, Unique Registration Number (Permanent) is generated for the Examiner. To approve, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Approve**.
2. Search the record to be approved using its Registration Number/Reference Number or Examiner's name under Examiner Approval panel.
3. All the records matching search criteria are displayed under Search Result panel as shown below on the screen:



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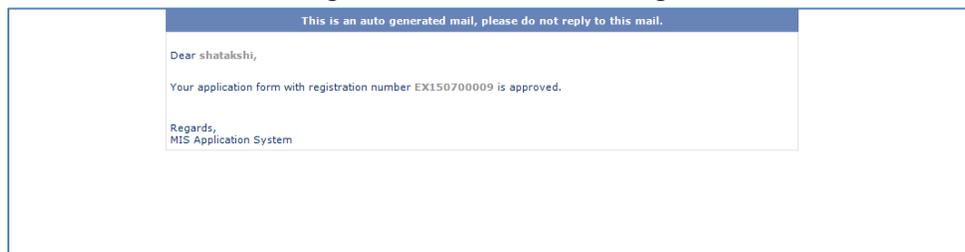
Figure: Approve Screen

The screenshot displays the 'Examiner Approval' interface in the NCVT MIS system. It includes a search bar for registration numbers or names, a table with columns for selection, registration number, examiner name, location, and trade, and a remarks field with 'Approve' and 'Reject' buttons.

| Select | Registration Number | Examiner Name | Preferred Location | Preferred Trade |
|--------------------------|-----------------------------|---------------|--------------------------------|---|
| <input type="checkbox"/> | EX152400000 | Neha Katyal | Central, New Delhi, North West | Building Maintenance, Computer Operator and Programming Assistant, Electrician |
| <input type="checkbox"/> | TX150700006 | shatakshi | Central, Chandigarh, New Delhi | Computer Operator & Programming Assistant (VI), Electrician, Fitter |
| <input type="checkbox"/> | TX150700007 | Aditya Chadha | Central, New Delhi, North | Architectural Assistant, Architectural Draughtsman, Architectural Draughtsmanship |

4. User can view the Examiner details using the hyperlink in the field **Registration Number**.
5. To approve the record, select the record using the checkbox available in the rightmost column and Status between the following fields.
 - **Approve**- To approve the records and Unique Registration Number is generated for the Examiner.
 - **Reject**- To reject the records. In this Examiner needs to register again.
6. Enter the remarks and click on Approve/Reject button.
7. If user will click on **Approve/Reject** a confirmation mail will be triggered to the examiner's registered email ID. Confirmation message will be displayed as shown in below screenshot.

Figure: Confirmation message





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Note: In case of Rejection, 'reason' will be displayed in confirmation mail/message which is triggered to Examiner's registered email ID.

6.1.1.2 Map ITI to Examiner

This link enables user to map the approved examiner as per their preferred Trade and District. User need to login with the **Creator** account. To map the examiner, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Map**.
2. Search the records to be mapped using following fields Academic Year, Semester, Examination Type, and ITI name.
3. All the records matching to search criteria are displayed under the Mapping Details panel as shown below on the screen:

Figure: Examiner Mapping Details View

The screenshot displays the 'ITI Examiner Assignment' page in the NCVT MIS system. The search filters are set to Academic Year: August 2014, Semester: Semester 1, Examination Type: Final, and ITI Name: PU07000023-PU07000023. The 'Mapping Details' tab is active, showing a table with columns for Select, Trade, Shift, Unit, Subject, and Examiner. Two rows are visible: Building Maintenance and Excavator Operator. A 'Map' button is located below the table.

| Select | Trade | Shift* | Unit* | Subject* | Examiner* |
|--------------------------|----------------------|------------|------------|----------|------------|
| <input type="checkbox"/> | Building Maintenance | --Select-- | --Select-- | ALL | --Select-- |
| <input type="checkbox"/> | Excavator Operator | --Select-- | --Select-- | ALL | --Select-- |

4. User can Map the examiner as per the shift, unit, subject & trade.



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- Copy Row**- Copy row is used when we need to select different combination of Shift, Unit, and Subject to map the Examiner under the same trade. To use copy row functionality, follow the below mention steps:
 - Enter the details in the row as Shift, Unit, Subject and Examiner which needs to be copied.
 - Select that record.
 - Click on **Copy Row**, a new row will be copied under Mapping Details panel with same trade name which is selected.
- Click on Map to map the selected examiner details. Once the examiner has been mapped a mail will be triggered to examiner's registered email ID with the link Accept or Reject. If Examiner will click on '**Accept/Reject**' a confirmation mail will be triggered and the response status will be displayed under Examiner Response History as shown below on the screen.

Figure: Examiner Response History

The screenshot displays the NCVT MIS interface. The top navigation bar includes the NCVT MIS logo, the user's name 'Welcome, Vijay Kumar', and a 'Logout' button. The breadcrumb trail shows 'MIS > ITI > Examiner > Examiner Details > Examiner ITI Mapping'. The main content area is titled 'ITI Examiner Assignment' and contains search filters for 'Academic Year' (August 2013), 'Semester' (Semester 1), and 'Examination Type' (Final). Below these are 'Search' and 'Clear' buttons. The 'Mapping Details' section shows a table with columns for 'Select', 'Trade', 'Shift', 'Unit', 'Subject', and 'Examiner'. A 'Copy Row' link is visible above the table. The 'Examiner Response History' section shows a table with columns for 'Examiner Registration Number', 'Accepted Count', 'Rejected Count', and 'No Response Count'. The footer contains copyright information for the Ministry of Skill Development and Entrepreneurship, Government of India.

| Examiner Registration Number | Accepted Count | Rejected Count | No Response Count |
|------------------------------|----------------|----------------|-------------------|
| EX150700009 | NA | NA | NA |

- User can view the Examiner details using the hyperlink in the field **Examiner Registration Number** and the details will be shown as below screenshot:



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Figure: View Registered Examiner Details

| Examiner Details | | | | | | | | | | |
|--|--------------------|---|------------------------------|-----------------|----------------------------|--|-----------------------------------|-----------------------------------|--|--|
| Personal Details | | | | | | | | | | |
| Name | shatakshi | | | Date of Birth | 09-Sep-1997 | | | | | |
| Gender | Female | | | Father Name | mr. | | | | | |
| Marital Status | -Select- | | | Category | General | | | | | |
| UID (Aadhar No) | | | | Email ID | shatakshi.porwal@wipro.com | | | | | |
| Mob No | 9875632314 | | | | | | | | | |
| Correspondence Address | | | | | | | | | | |
| Address | central | | | District | Central | | | | | |
| State | Delhi | | | Phone No | | | | | | |
| Pin Code | 123698 | | | | | | | | | |
| Permanent Address | | | | | | | | | | |
| Address | central | | | District | Central | | | | | |
| State | Delhi | | | Phone No | | | | | | |
| Pin Code | 123698 | | | | | | | | | |
| Qualification Details | | | | | | | | | | |
| S. No | Examination Passed | Year of Passing | School/Board/University Type | Subject | Grade | Percentage % | Attached Documents | | | |
| 1 | 12th | 2013 | CS | PCM | | 90.00 % | Click to download | | | |
| Technical Qualification Details | | | | | | | | | | |
| S. No | Training Scheme | Trade | Certificate No | Year of Passing | Institute Name | Over all % of marks | Duration of Training (In Months) | Attached Documents | | |
| 1 | CTS | Computer Operator and Programming Assistant | 569 | 2014 | por | 0.00 | 10 | Click to download | | |
| Work Experience Certificate | | | | | | | | | | |
| No Record Found. | | | | | | | | | | |
| Location Preference | | | | | Trade Preference | | | | | |
| S.No | Preference Order | Location Preference | District Name | S.No | Preference Order | Trade Preference | Trade Name | | | |
| 1 | 1st preference | | Central | 1 | 1st preference | Computer Operator and Programming Assistant | | | | |
| 2 | 2nd preference | | New Delhi | 2 | 2nd preference | Computer Operator & Programming Assistant (VI) | | | | |
| 3 | 3rd preference | | North | 3 | 3rd preference | Electrician | | | | |

8. User can view all the mapped details under Mapped Details panel as shown in below screenshot:

Figure: Examiner Mapped Details View

The screenshot shows the 'ITI Examiner Assignment' page in the NCVT MIS system. The 'Mapped Details' tab is active, displaying a table of assigned records. The table includes columns for Select, ITI Name, Trade, Shift, Unit, Subject, Examiner, and Status. The records show assignments for various ITI centers, with examiners like 'EX150700001 - Raini' and 'EX150700009 - shatakshi'. The status of these assignments varies, including 'Pending for Acceptance', 'Rejected', and 'Accepted'.

| Select | ITI Name | Trade | Shift | Unit | Subject | Examiner | Status |
|--------------------------|---|---|-------|------|---------------------|-------------------------|------------------------|
| <input type="checkbox"/> | PU07000023 - Yuva Shakti Industrial Training Center (for Women) | Computer Operator and Programming Assistant | 2 | 1 | Engineering Drawing | EX150700001 - Raini | Pending for Acceptance |
| <input type="checkbox"/> | PU07000023 - Yuva Shakti Industrial Training Center (for Women) | Computer Operator and Programming Assistant | 1 | 1 | ALL | EX150700001 - Raini | Pending for Acceptance |
| <input type="checkbox"/> | PU07000023 - Yuva Shakti Industrial Training Center (for Women) | Cutting Sewing | ALL | ALL | ALL | EX150700001 - Raini | Pending for Acceptance |
| <input type="checkbox"/> | PU07000023 - Yuva Shakti Industrial Training Center (for Women) | Computer Operator and Programming Assistant | 1 | 1 | ALL | EX150700009 - shatakshi | Rejected |
| <input type="checkbox"/> | PU07000023 - Yuva Shakti Industrial Training Center (for Women) | Computer Operator and Programming Assistant | 2 | 1 | ALL | EX150700009 - shatakshi | Accepted |

9. User can view the Examiner details using the hyperlink in the field **Examiner**.



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6.1.1.3 Edit Examiner Profile

This link enables user to edit the examiner details. User need to login with the **Creator** account. To edit the examiner details, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Edit**.
2. Search the record to be edit using its Registration Number or Examiner's name under Edit Examiner panel.
3. All the records matching to search criteria are displayed under the View/Edit Examiner Details panel as shown below on the screen:

Figure: View/Edit Examiner

The screenshot shows the NCVT MIS web application interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, the user name 'Welcome, Vijay Kumar', and a 'Logout' link. Below the navigation bar, there is a breadcrumb trail: 'MIS > ITI > Examiner > Examiner Details > Edit Examiner'. A left-hand menu is visible, with 'ITI Examiner Assignment' selected and 'Edit' highlighted. The main content area is titled 'Edit Examiner Details' and features a search bar with the placeholder text 'Please enter Registration Number/Name of the Examiner' and a 'Search' button. Below the search bar is a table titled 'View / Edit Examiner Details' with the following data:

| S. No. | Registration No | Name | Email Id | District | Approval Status | Assignment Status | Edit |
|--------|-----------------|---------------|----------------------------|----------|------------------------|-------------------|------|
| 1 | EX150700002 | Dholu | wip@ghn.com | Central | | Not Assigned | |
| 2 | EX150700004 | Geeta | gong@ghj.com | Central | | Not Assigned | |
| 3 | EX150700001 | Rajni | jdsh@wip.com | Central | Pending for acceptance | Assigned | |
| 4 | EX150700005 | Shalini gupta | fil2@gmail.com | Central | | Not Assigned | |
| 5 | EX150700009 | shatakshi | shatakshi.porwal@wipro.com | Central | Accepted | Assigned | |
| 6 | EX150700009 | shatakshi | shatakshi.porwal@wipro.com | Central | Rejected | Assigned | |

At the bottom of the page, there is a footer containing copyright information: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 22-09-2015 16:09:03'.

4. User can view the Examiner details using the hyperlink in the field **Registration Number**.
5. Click on Edit () and a pop up screen will be open to make changes in the Examiner Record as shown in below screen:



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Figure: Edit Examiner Page (i)

NCVT MIS
Edit Details for Examiner Registration

Personal Details

| | | | |
|-----------------|------------|----------------|---|
| Name* | shatakshi | Date of Birth* | 09/09/1997 (DD/MM/YYYY) |
| Gender* | Female | Father Name* | mr. |
| Marital Status* | -Select- | Category* | General |
| UID(Aadhar No.) | | Email ID* | shatakshi.porval@vipro.co |
| Mobile No* | 9875632314 | Photograph | <input type="button" value="Choose File"/> No file chosen <small>* Only jpg, jpeg, png, gif files are allowed.</small> |

Permanent Address

| | | | |
|----------|---------|-----------|---------|
| Address* | central | District* | Central |
| State* | Delhi | Phone No. | |
| Pincode* | 123698 | | |

Correspondence Address

Same as Permanent Address

| | | | |
|----------|---------|-----------|---------|
| Address* | central | District* | Central |
| State* | Delhi | Phone No. | |
| Pincode* | 123698 | | |

Figure: Edit Examiner Page (ii)

NCVT MIS
Edit Details for Examiner Registration

Qualification Details

[Add Row](#) [Delete Row](#)

| Select | S. No. | Examination Passed* | Year of Passing* | Subject* | School/Board/University Name* | Grade | Percentage(%) | Relevant Document |
|--------------------------|--------|---------------------|------------------|----------|-------------------------------|-------|---------------|-----------------------------------|
| <input type="checkbox"/> | 1 | 12th | 2013 | PCM | CS | | 90.00 % | Click to Download |

Technical Qualification Details

[Add Row](#) [Delete Row](#)

| Select | S. No. | Training Scheme* | Trade* | Certificate No.* | Year of Passing* | Institute Name* | Overall % of marks* | Duration of Training (In Months)* |
|--------------------------|--------|------------------|---|------------------|------------------|-----------------|---------------------|-----------------------------------|
| <input type="checkbox"/> | 1 | | Computer Operator and Programming Assistant | 569 | 2014 | por | 0.00 | 10 |

Work Experience Certificate

Attach Document No file chosen



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Figure: Edit Examiner Page (iii)

NCVT MIS
Edit Details for Examiner Registration

Location Preference

State*
Andaman & Nicobar Islands
Andhra Pradesh
Arunachal Pradesh

District*
Central
East
New Delhi

Select as 1st Preference x
Select as 2nd Preference x
Select as 3rd Preference x

Trade Preference

Trade*
Agro Processing
Architectural Assistant
Architectural Draughtsman

Select as 1st Preference x
Select as 2nd Preference x
Select as 3rd Preference x

6. Click on any of below buttons as per their functionality:
 - **Previous button**- To go to Previous page
 - **Clear button**-To clear the existing data
 - **Next Button**- To go to Next page.
 - **Submit Button**- To submit the Updated changes.
7. If user will click on **Submit** button, the record will go for approval to the designated authority.



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7. Help

For any guidance user can Refer Help section on the extreme top right corner of MIS application in OPTIONS (refer below image). Through this link user can download user manual any time, number of times. Path to access User manual is:

Login into MIS Application > OPTIONS > Help

Figure: Help

The screenshot shows the NCVT MIS application interface. At the top, there is a blue header with the NCVT logo and 'NCVT MIS' text on the left, and 'Logout' on the right. Below the header, there is a navigation bar with 'RDAT Chennai' and 'OPTIONS' (with a dropdown arrow). The main content area displays 'WELCOME TO MIS APPLICATION' and a 'My Profile' section with the following details:

| My Profile | | | |
|------------|------------------------|---------------|-------------------------|
| Name | RDAT MASTER | Designation | Allied Trade Instructor |
| Email ID | support.dget@wipro.com | Mobile Number | 9643321358 |

On the right side of the 'My Profile' section, there are links for 'Edit My Profile' and 'Reset Security Question', and a 'Help' button.