

DGT-AFF011 (51)/2/2020-O/O DIR (TC)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

1st Floor, CIRTES Building,
Pusa Campus, Pusa, New Delhi-110012

Dated: 24.08.2020

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


(Sunil Kumar Gupta)

Director

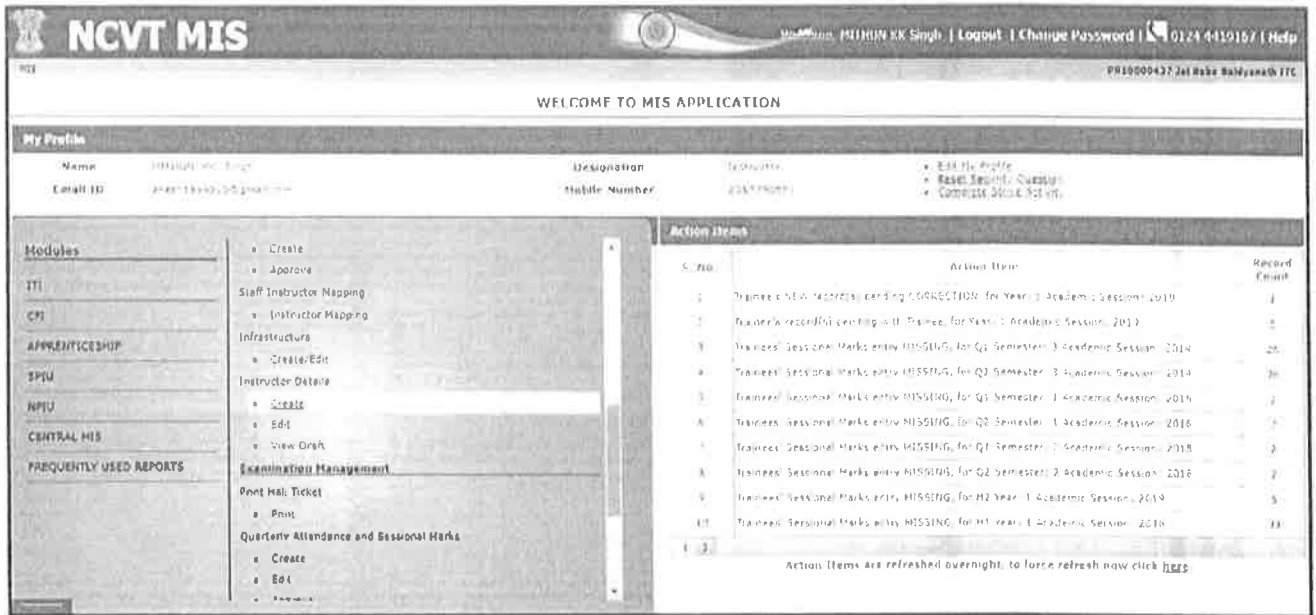
Copy to:

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

USER MANUAL
Instructor Module(MIS-ITI)

STEP – 2:- Navigate to Menu -> ITI -> Administration -> Instructor Details -> Create



The screenshot shows the NCVT MIS application interface. At the top, it says "WELCOME TO MIS APPLICATION". Below this, there is a "My Profile" section with fields for Name, Designation, Location, Mobile Number, and Email ID. To the left is a "Modules" menu with options like ITI, CFI, APPRENTICESHIP, SPIU, NPIU, CENTRAL MIS, and FREQUENTLY USED REPORTS. The main area displays "Action Items" as a table with columns for S. No., Action Item, and Record Email.

S. No.	Action Item	Record Email
1	Trainer's New Records carding CORRECTION for Year:1 Academic Session: 2019	1
2	Trainer's record/entry carding for Trained for Year:1 Academic Session: 2019	2
3	Trainer's Session Marks entry MISSING for Q1 Semester: 3 Academic Session: 2019	26
4	Trainer's Sessional Marks entry MISSING for Q2 Semester: 3 Academic Session: 2019	26
5	Trainer's Sessional Marks entry MISSING for Q1 Semester: 1 Academic Session: 2018	1
6	Trainer's Sessional Marks entry MISSING for Q2 Semester: 1 Academic Session: 2018	2
7	Trainer's Sessional Marks entry MISSING for Q1 Semester: 1 Academic Session: 2018	2
8	Trainer's Sessional Marks entry MISSING for Q2 Semester: 2 Academic Session: 2018	2
9	Trainer's Sessional Marks entry MISSING for H2 Year: 1 Academic Session: 2019	3
10	Trainer's Sessional Marks entry MISSING for H1 Year: 1 Academic Session: 2019	10

STEP – 3:- Record Instructor details page gets Opened.



The screenshot shows the "Record Instructor Details" form. It includes sections for Personal Details, Permanent Address, and Correspondence Address. The form contains various input fields for name, date of birth, gender, category, and addresses. There are also dropdown menus for state and district. At the bottom, there are buttons for "Save and Upload documents", "Save as Draft", and "Clear".

2. Educational Qualification Details:-

NCVT MIS

Record Instruktur Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.
 2. Photograph dimensions should be atleast 3.5cm x 4.5cm (132 x 170 pixels)

Instruktur Details | Educational Qualification Details | Employment Details | Bank Details

Educational Qualification Details*

Add New Details

S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)
1	12 th	2018	UPSI	SCIENCE	A	85

Technical Qualification Details*

Add New Details

S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)
1	3 Year B.T	2017	WPU	MECHANICAL ENGS	B	88

CLFS Certification Details*

Add New Details

S. No.	Training Scheme	Trade	Passing Year	Examination Body	Aggregate (%) of Marks	Duration of Training(In month(s))
1	ITIS	IT Assistant	2018	ITIS	78	24

At least one new photo is mandatory.

Save and Upload documents | Save as Draft | Clear

3. Employment Details:-

NCVT MIS

Record Instruktur Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.
 2. Photograph dimensions should be atleast 3.5cm x 4.5cm (132 x 170 pixels)

Instruktur Details | Educational Qualification Details | Employment Details | Bank Details

Employment Details

Employee Code: 1135011

Employee Type: Part-time

Employee Group: A

Grade Pay: 15700

Basic Pay: 15700

Date of joining: 01/01/2016

Resignation: 01/01/2022

Department: Administrative

Salary PM: 50000

Basic Pay: 15700

Scale of Pay: 15700

Designation: Group Instruktur

Contract End Date: 01/01/2022

Duties: Group Instruktur, Inspector for Employees, Skills Development Group

Unit: Unit 1

At least one new photo is mandatory.

Save and Upload documents | Save as Draft | Clear

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



NCVT MIS | Welcome, RAJESH K.K. Singh | Logout | Change Password | 0124 4419167 | Help
 PR10000427 Jai Baba Baldevprasad ITC

Record Staff Details

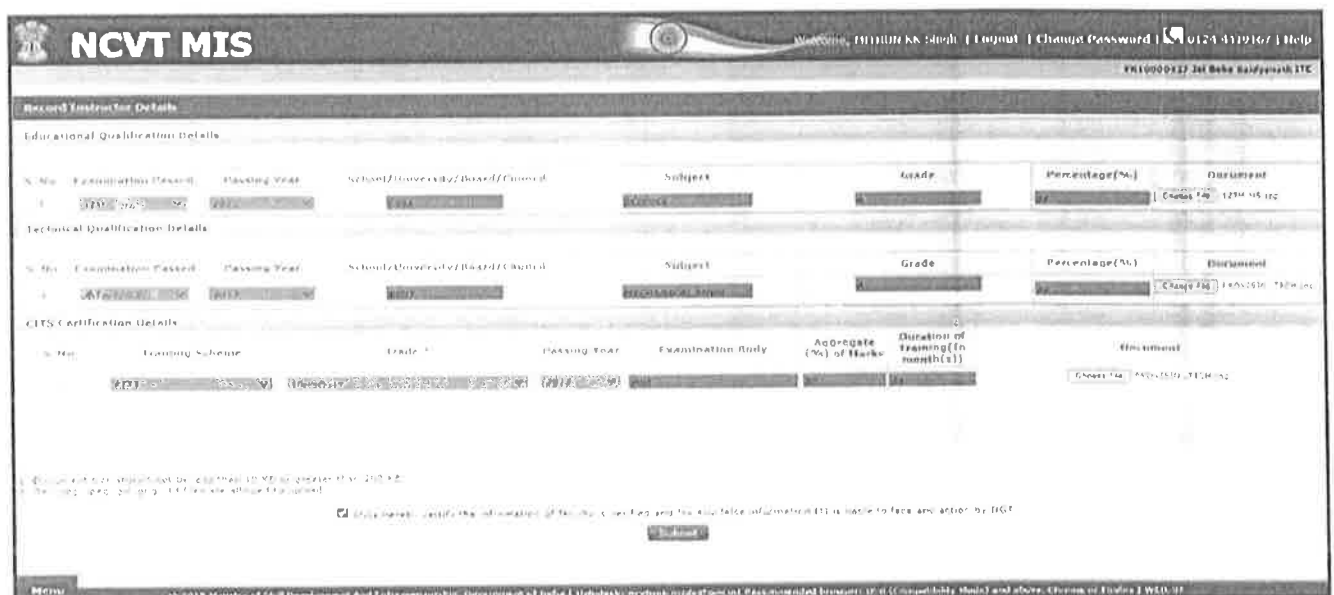
Photograph:
 City Code:
 Joining Date:

(All the details of the above should be checked before submitting.)
 (Please check the details of the above mentioned details before submitting.)
 (Official details of the above should be checked before submitting.)
 (All the details of the above should be checked before submitting.)

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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.



NCVT MIS | Welcome, RAJESH K.K. Singh | Logout | Change Password | 0124 4419167 | Help
 PR10000427 Jai Baba Baldevprasad ITC

Record Instructor Details

Educational Qualification Details

S. No.	Examination Passed	Passing Year	School/University/Board/ Council	Subject	Grade	Percentage(%)	Document
1	UPSC	2013	UPSC	UPSC	A	85	<input type="button" value="Upload File"/> 123456789.jpg

Technical Qualification Details

S. No.	Examination Passed	Passing Year	School/University/Board/ Council	Subject	Grade	Percentage(%)	Document
1	UPSC	2013	UPSC	UPSC	A	85	<input type="button" value="Upload File"/> 123456789.jpg

CTS Certification Details

S. No.	Training Scheme	Grade	Passing Year	Examination Body	Aggregate (%) of Marks	Duration of Training (In month(s))	Attachment
1	UPSC	A	2013	UPSC	85	12	<input type="button" value="Upload File"/> 123456789.jpg

I hereby certify the information of the above details and the above information is liable to face any action by IIT

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Click On Edit and you will be redirected to Instructor Details Page with All the saved data

NCVT MIS

Record Instructor Details

Photograph (The size should not be less than 10 KB or greater than 200 KB, Photos with dimensions should be atleast 3.5cm x 4.5cm) (152 x 176 pixels)

Instructor Details
Educational Qualification Details
Employment Details
Bank Details

Personal Details

HR No: 2903029992

Date of Birth: 18-03-1993

Gender: Male

Marital Status: Single

Language Known: Hindi

Mobile No: 987224644

Instructor Name: RAJESH KUMAR

Gender: Male

Category: Teacher

Father/Husband Name: RAJESH KUMAR

CPF/EPF/CPF/ID5 No

Email Address: rajeshkumar@ncvt.gov.in

Permanent Address

Address: GSE 13700

State: Karnataka

City: Bangalore

Pin Code: 560032

Alternate Mobile Number: 987224644

Correspondence Address Same as Permanent Address

Address: GSE LAYOUT

State: Karnataka

District: Bangalore

Pin Code: 560032

Alternate Mobile Number: 987224644

AT FURTHER NOTICE WE WILL BE AVAILABLE

Note: All the steps are similar as we followed in Instructor creator.

NCVT MIS | Welcome, MITHUN KK Singh | Logout | Change Password | 01:24:44:19:167 | Help

MIS > ITI > Administration > Staff Details > Approve

PR10000417 Jai Baba Baidyanath TTC

Instructor Details Approval

Search Criteria

Instructor Name: _____ Department: _____ Designation: _____

Menu

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NOTE: Click on Search and you will be able to see all the instructors which are pending for approval without selecting any field.

NCVT MIS | Welcome, MITHUN KK Singh | Logout | Change Password | 01:24:44:19:167 | Help

MIS > ITI > Administration > Staff Details > Approve

PR10000417 Jai Baba Baidyanath TTC

Instructor Details Approval

Search Criteria

Instructor Name: _____ Department: _____ Designation: _____

List of Instructor

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status	Remarks
1	24000020	Tyagi	04/08/1993	Adminstr	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	Select	
2	24000011	Kapoor Singh	21/02/1988	Electronics	Male	MITHUN KK Singh	17 Jun 2020 3:12 PM	Select	
3	24000010	Sharma	04/05/1991	Electronics	Male	MITHUN KK Singh	21 Jun 2020 11:45 AM	Select	
4	24000025	Prasad	21/02/1990	Adminstr	Female	MITHUN KK Singh	23 Jun 2020 1:15 PM	Select	
5	24000012	Prasad Singh	01/09/1992	Adminstr	Male	MITHUN KK Singh	24 Jun 2020 11:41 PM	Select	
6	24000018	gupta	01/01/1995	Adminstr	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	Select	
7	24000019	gupta	04/02/1994	IT	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	Select	
8	24000021	Sharma	01/01/1994	Electronics	Male	MITHUN KK Singh	26 Jun 2020 2:51 PM	Select	
9	24000014	Jaiswal	11/04/1990	Adminstr	Male	MITHUN KK Singh	26 Jun 2020 3:06 PM	Select	
10	24000016	Sharma	04/04/1990	Adminstr	Female	MITHUN KK Singh	26 Jun 2020 3:15 PM	Select	

Menu

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STEP - 3:- Select the data which you want to take Action on, as user can either approve, reject or can send for correction.



NCVT MIS | Welcome, MITHUN KK Singh | Logout | Change Password | 0124 410167 | Help

MIS > ITI > Administration > Staff Details > Approve

PR1000427 Jai Baba Baldevnath ITC

Instructor Details Approval

Department: Designation:

List of Instructor

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status	Remarks
12	2000001	Kajalje	13/01/1985	EE	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	Search	
13	2000005	Kajalje	14/03/1985	Examination	Male	MITHUN KK Singh	24 Jun 2020 2:51 PM	Search	
14	2000007	Prakashdatta	04/01/1980	Administration	Male	MITHUN KK Singh	24 Jun 2020 3:34 PM	Search	
15	2000037	Kajalje	01/01/1984	Administration	Female	MITHUN KK Singh	24 Jun 2020 3:10 PM	Search	
16	2000050	Prakashdatta	14/02/1983	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:57 PM	Search	

S. No. Instructor ID Instructor Name

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2. Rejected:

NCVT MIS | Welcome, MITHUN KK Singh | Logout | Change Password | 0124 410167 | Help

MIS > ITI > Administration > Staff Details > Search

PR1000427 Jai Baba Baldevnath ITC

Department: Designation:

List of Instructor

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status	Remarks
1	2000001	Tarun	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:02 PM	Search	
2	2000002	Tarun	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:54 PM	Search	
3	2000003	Prakashdatta	01/01/1989	Examination	Transgender	MITHUN KK Singh	07 Jun 2020 5:22 PM	Search	
4	2000004	Tarun	01/01/1991	Administration	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	Search	
5	2000005	Tarun	01/01/1991	Administration	Female	MITHUN KK Singh	23 Jun 2020 11:58 AM	Search	
6	2000006	Prakashdatta	01/01/1989	Administration	Transgender	MITHUN KK Singh	23 Jun 2020 11:55 PM	Search	
7	2000007	Prakashdatta	01/01/1986	Administration	Male	MITHUN KK Singh	23 Jun 2020 1:43 PM	Search	
8	2000008	Tarun	01/01/1991	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	Search	
9	2000009	Tarun	01/01/1991	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:50 PM	Search	
10	2000010	Tarun	02/01/1985	Administration	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	Search	Examination Approved

S. No. Instructor ID Instructor Name

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Click on Submit.

3. Send for Correction:-

NCVT MIS | Home | MITHUN KK Singh | Logout | Change Password | 0124-6119167 | Help

MIS > ITI > Approvals > Staff Details > Approval

PR10009427 Jai Baba Ravidyansh ITC

Instructor Details Approval

Search Criteria: Search by Name: Search by Department: Search by Department: Search

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000001	Teet	20/01/1981	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:04 PM	-Select-	
2	20000002	Teet	24/01/1981	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:04 PM	-Select-	
3	20000003	Teet Singh	21/01/1981	Administration	Transgender	MITHUN KK Singh	17 Jun 2020 5:23 PM	-Select-	
4	20000004	Teet Singh	20/01/1981	Administration	Male	MITHUN KK Singh	25 Jun 2020 11:43 AM	-Select-	
5	20000005	Teet	20/01/1981	Administration	Female	MITHUN KK Singh	23 Jun 2020 11:55 AM	-Select-	
6	20000006	Teet Singh	20/01/1981	Administration	Transgender	MITHUN KK Singh	23 Jun 2020 4:15 PM	-Select-	
7	20000007	Teet Singh	20/01/1981	Administration	Male	MITHUN KK Singh	23 Jun 2020 4:43 PM	-Select-	
8	20000008	Teet Singh	20/01/1981	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:43 PM	-Select-	
9	20000009	Teet Singh	20/01/1981	Administration	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	-Select-	
10	20000010	Teet Singh	20/01/1981	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	-Select-	

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Click on Submit.

NCVT MIS | Home | MITHUN KK Singh | Logout | Change Password | 0124-6119167 | Help

MIS > ITI > Approvals > Staff Details > Approval

PR10009427 Jai Baba Ravidyansh ITC

Search Criteria: Search by Name: Search by Department: Search by Department: Search

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000001	Teet	20/01/1981	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:04 PM	-Select-	
2	20000002	Teet	24/01/1981	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:04 PM	-Select-	
3	20000003	Teet Singh	21/01/1981	Administration	Transgender	MITHUN KK Singh	17 Jun 2020 5:23 PM	-Select-	
4	20000004	Teet Singh	20/01/1981	Administration	Male	MITHUN KK Singh	25 Jun 2020 11:43 AM	-Select-	
5	20000005	Teet	20/01/1981	Administration	Female	MITHUN KK Singh	23 Jun 2020 11:55 AM	-Select-	
6	20000006	Teet Singh	20/01/1981	Administration	Transgender	MITHUN KK Singh	23 Jun 2020 4:15 PM	-Select-	
7	20000007	Teet Singh	20/01/1981	Administration	Male	MITHUN KK Singh	23 Jun 2020 4:43 PM	-Select-	
8	20000008	Teet Singh	20/01/1981	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:43 PM	-Select-	
9	20000009	Teet Singh	20/01/1981	Administration	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	-Select-	
10	20000010	Teet Singh	20/01/1981	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	-Select-	

Submit Clear