

File No. DGT-12/1/2020-TC
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building
Pusa campus,
New Delhi-110012.
Date: 23rd November 2021.

To

All Additional Chief Secretaries of State/UT
(Dealing with Craftsman Training Scheme)

Subject: Extended Admission / Training schedule for the Six Months/One-Year/Two-year Trades: under Craftsmen Training Scheme for Industrial Training Institutes (ITIs): Session: 2021.

Sir/Madam,

In continuation of this Directorate's Letters of even No. Dated 25th June 2021 and 16th August 2021, 06th Oct'2021, 29.10.2021, regarding Admission / Training Schedule for Session- 2021, the admission cutoff date is Extended up to 30.11.2021, after considering the requests from various State /UT Directorates.

1. The Extended Admission/ Training schedule One year/Two-year Trades: Session-2021.

S. No	Activity	Timelines
1.	Online registration and admission of trainees by State/UT Directorates	From 01.07.2021
2.	Last date for Admissions (both Govt and Pvt ITIs)	Up to 30.11.2021
3.	Start of Academic Session with Regular Classes	01.12.2021
4.	End of Training Session 2021-22 (1600 training hours/40 weeks)	31.08.2022
5.	Data migration of each trainee with photo and verification by State	Up to 20.12.2021
6.	Trainee Verification, Photo upload and Trainee approval	Up to 30.12.2021
7.	NCVET report and information dissemination by NPIU	Up to 15.01.2022
8.	Grievance registration & resolution by State & DGT	Up to 31.01.2022
9.	All India Final Trade Test	September 2022

2. The Extended Admission/ Training schedule for Six months Trades: Session:2021(from 01.12.2021 to 11.04.2022)

S. No	Activity	Timelines
A	For Six months Session (800 training hours) from 01.12.2021 to 11.04.2022	
1	Online registration and admission of trainees by State/UT Directorates	From 01.07.2021
2	Last date for Admissions (both Govt and Pvt ITIs)	Up to 30.11.2021
3	Start of Academic Session with Regular Classes	01.12.2021
4	End of Training Session 2021 (800 training hours/20 weeks)	11.04.2022
5	Data migration of each trainee with photo and verification by State	Up to 10.12.2021
6	Trainee Verification, Photo upload and Trainee approval	Up to 20.12.2021
7	NCVET report and information dissemination by NPIU	Up to 15.01.2022
8	Grievance registration & resolution by State & DGT	Up to 31.01.2022
9	All India Final Trade tests	April 2022

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B	For Six months Trades Session (800 training hours) from 16.04.2022 to 19.08.2022	
1	Online registration and admission of trainees by State/UT Directorates	From 01.03.2022
2	Last date for Admissions (both Govt and Pvt ITIs)	Up to 30.03.2022
3	Start of Academic Session 2021 (April 2022 - July 2022)	From 20.04.2022
4	End of Training Session 2021 (800 training hours/20 weeks)	31.08.2022
5	Data migration of each trainee with photo and verification by State	Up to 12.05.2022
6	Trainee Verification, Photo upload and Trainee approval	Up to 25.05.2022
7	NCVET report and information dissemination by NPIU	Up to 05.06.2022
8	Grievance registration & resolution by State & DGT	Up to 20.06.2022
9	All India Final Trade tests	September 2022

3. All State/UTs shall plan for online classes of Bharat Skill platform along with onsite campus for students admitted for Session 2021, while maintaining the COVID protocols.

4. All State Directorates are required to have their own "Online admission" portal, only online admission portal data from States will be accepted to migrate to NCVTMIS through API link. Single portal shall be used for admissions of both Govt. and Pvt. ITIs. The States/UTs not having online Admission Portal, may use the services of NIMI Portal for the same on nominal process fee basis.

5. Only affiliated ITIs in affiliated trades/units as on 1st July 2021 will be eligible to take admissions for Session 2021-23 (ITI status can be checked on www.ncvtmis.gov.in).

6. State Directorates to ensure to allow admission in Affiliated ITIs (Active ITIs) in affiliated Trades/Units. States/UTs shall see and match un-affiliated units and shall strictly maintain NO admission in those units (ITI trade & unit status can be checked at <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1363>).

7. Admission in ITIs may be allowed only 50% of affiliated units in case of two-year courses, so that ITIs can take admission every year.

8. De-affiliated, Inactive ITIs, Trades/Units in which Zero admissions in last two consecutive years shall not be allowed to take admissions unless affiliated (ITI status and list of ITIs in which zero admission in two consecutive years can be checked at <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1364>).

9. Students with unique mobile number and email id shall only be admitted and no change in mobile number and Email ID allowed till students receive NTC.

10. Once student data approved by ITI, change in student data viz. name, father name, mother name, DoB, Shift/Unit correction etc shall not be allowed.

11. State/UT Directors shall promote women candidates to take admissions in ITIs to increase their participation in ITI admissions.

12. For increasing the productivity and efficiency of the industry, availability of skilled manpower is a prerequisite, towards this it is important to attract the most interested and keen talent for job role and train them accordingly. The States are advised to take proactive steps for addressing information asymmetry in filling available trade/s seats through various measures such as the following: -

- ✓ Advertise through local media, hoardings at prominent places, posters, and banner at secondary schools about the available training options available in each district.
- ✓ Encourage District education officer and principles of secondary schools to approach the students and parents for encouraging them seeking admission in ITIs
- ✓ Provide appropriate counselling and guidance to the drop outs as well as prospective trainees about the career prospects after ITI training.
- ✓ Coordinate with gram panchayats and local bodies for running a mobilisation campaign for admission.
- ✓ Publicise through local channels, radios, print media and brochures.

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- ✓ District Skilling Committees may also be involved to take measures on broadening the prospective of ITIs in their districts.

13. The States are also advised to counsel and inform all admission seeking prospective trainees, parents and institutes of the following: -

- ✓ To check ITI affiliation status (Active/Inactive) at www.ncvtmis.gov.in
- ✓ To be informed of rating/grading of ITI at <https://www.ncvtmis.gov.in/> as uploaded on the NCVT MIS Portal for 2nd Phase of grading
- ✓ To provide unique mobile number and e-mail address and to maintain it till they complete the course and receive the certificate, as change is not permitted later.
- ✓ To verify the trainee data before uploading and verifying.

14. The State government is requested to sensitize the Directorate for the admission process and take necessary steps for ensuring data veracity of admitted students. In this regard, they may also be cautioned that neither change request nor extension will be admissible. Towards, this a declaration by SPIU and ITI may also be obtained before uploading or migration of data.

15. All concerned are requested to adhere to guidelines issued by MHA and MoFHW with respect to COVID and should be strictly follow seat matrix ITI and trade wise available at <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1363> . The matrix is attached as a ready reference for facilitating admission process and can also be accessed from <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1363> .

This issues with the approval of competent authority.


(Sunil Kumar Gupta)
Director, TC
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Copy to:

1. Sr PPS to DG, DGT, New Delhi
 2. Sr PPS to DDG, DGT, New Delhi
 3. All State/UT Directors (dealing with CTS Scheme)
 4. The Director, TT cell, DGT, New Delhi
 5. All RDSDEs
 6. Executive Director, NIMI Chennai
 7. Assistant Manager (IT), NIMI Chennai
 8. Project Manager, Wipro Ltd, Greater Noida.
- For Kind information & necessary action please.


(Amit Kumar Yadav)
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