

DGT-MIS015(Tra)/1/2022-O/o DD (TC)

**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**

Employment Exchange Building,  
IARI Campus, Near Pusa ITI,  
New Delhi-110012.

Date: 05<sup>th</sup> May 2022.

To  
The State Director, State Directorate, Bihar

**Subject: API Data Upload to NCVT MIS: CTS Admitted Trainees: Session-2021-22/23: Bihar**

Ref: The Director, State Directorate, Bihar Letter No. T-2>Nama(P)-13/2021-856 dated 19.04.2022.

----

Sir/Madam,

With reference to your letter cited above and the VC held on 25.04.2022, competent authority has conveyed approval and accordingly Special provision has been made to upload the Trainee's data for Government and Private ITIs for the session 2021-22/23 through NIMI portal as per the following schedule:

S.No.	Activities	Actions by	Duration	Remarks
1	Admitted Trainees data uploading on NIMI portal.	ITIs	<b>06.05.2022</b> to <b>30.05.2022</b>	-The Admitted trainee's data uploaded by ITIs on NIMI Portal Should not contain the data of Inactive/De-affiliated ITIs/Trades/shifts/units as per the NCVT MIS portal.
2	Verification of uploaded data on NIMI Portal	SPIU		-Eligible Shift /Units Data only to be uploaded on NIMI portal as per vacant Shifts/Units in NCVT MIS for the Session 2021. Ex: In two-year trades, if Admitted/uploaded in a shift/unit of previous session (2020), uploading cannot be done in same shift/unit in Session 2021.
3	Error Correction/editing and re-verification	ITIs/ SPIU		-In case of Discrepancies in uploaded data notified during verification by SPIU, same to be rectified by concerned it is and resubmitted.
4	API Data Upload (Data verified by State) to NCVT Portal through NIMI Portal.	ITIs/SPIU		-Photos should be in 10Kb to 100Kb size.
5	Correction and re-uploading of rectified data in case of Rejections.	ITI/SPIU		-Scanned Documents, Certificates and images should be legible and must be in proper format.
				-ITIs / SPIU to Migrate the data on NCVT MIS through NIMI portal. -If case of Rejection of data, during API data upload by SPIU/ITIs on NCVT MIS, same to be rectified and reuploaded by ITIs/SPIU within limited edit option.

6	Trainee verification/approval on NCVT MIS Portal	ITIs	06.05.2022 to 04.06.2022	- Trainee Verification and Approval. Once Data Approved, further corrections not allowed.  <b>Editing:</b> Incorrect Student's/Father/Mother's Name/ Photo (Restricted to Max. 02 Fields and 03 Characters). <b>-Discharging, Editing:</b> of wrongly uploaded shift /Unit's data, if any, re-uploading in Correct shift /Unit. (ITI can discharge and edit unapproved data)- Replacing with other Students is NOT allowed.
7	Editing, Discharging and re-upload (Approved data)	SPIU		Editing, Discharging wrongly uploaded shift /Unit's data, if any, re-upload in Correct shift /Units. (Approved data).

The above facility has been provided on the special request from State Directorate, Bihar. ITIs are solely responsible for the data uploaded on the NIMI platform and need to self-verify that data is uploaded on the NCVTMIS. Neither NIMI or DGT will be responsible if any data is not uploaded on NCVTMIS due to any discrepancy in trainees profile data/ Inactive/De-affiliated ITIs/Trades/shifts/units as per the NCVT MIS portal.

To check the authenticity of Admitted Trainees data and to avoid litigation issues, State Directorate Bihar to please verify the data uploaded by the ITIs for correctness of Trainees details, active ITIs, Affiliated Trades/Shift/units, vacant shift/units for session 2021 as per NCVT MIS Portal Affiliation Trade details.

You please ensure the above Uploading/ Trainee Verification schedule be circulated to all ITIs under control and advise the ITIs to adhere to the above guidelines and timelines strictly. No further extension will be given for the said activities.

ITIs/SPIUs to Kindly refer to User manuals available on [www.ncvtmis.gov.in/help](http://www.ncvtmis.gov.in/help) for API Data Transfer, Photo upload, Trainee Verification, Editing and Approval processes.

In case of issues during Data Transfer, please contact NCVT MIS-DGT Help Desk:

Support Lines: 0120 4405016/17/18/19/20/21, 0124-4419167

Email: [ncvtmis-msde@gov.in](mailto:ncvtmis-msde@gov.in)

Raise Ticket @ [ncvtmis.gov.in/home/complaint](http://ncvtmis.gov.in/home/complaint) tool.

This Issues with the approval Competent Authority.



(Sunil Kumar Gupta)

Director, TC

Email:- [sunil.gupta67@nic.in](mailto:sunil.gupta67@nic.in)

Copy to: -

1. The Sr PPS to DG/AS, DGT, New Delhi.
2. The Sr PPS to DDG, DGT, New Delhi.
3. The Director (IT Cell), DGT, New Delhi
4. The Director (TT Cell), DGT, New Delhi
5. The Regional Director, RDSDE Bihar
6. The Executive Director, NIMI, Chennai.
7. M/s, Wipro, Greater Noida- To please provide Data of inactive/De-affiliated ITIs/Trades/Shifts/Units to NIMI Team and enable the links as per schedule.
8. The Assistant Manager (ITI), NIMI Chennai-To please ensure ITIs upload only eligible data as per Trade and Affiliation details on NCVT MIS portal.
9. All ITIs (Through this letter to SD Bihar and News & Updates on NCVTMIS).



(R. MurugaRajan)

Deputy Director, TC

Email: [murugarajan.r@dgt.gov.in](mailto:murugarajan.r@dgt.gov.in)