

**File No: DGT-Aff011(51)/11/2022-O/o DD(TC)**  
**Government of India**  
**Ministry of skill Development & Entrepreneurship**  
**Directorate General of Training**

Employment exchange Building  
Pusa Road, New Delhi  
Date: 22.09.2022

To,

All State Directorates/ UT Administration dealing with Craftsmen Training Scheme

**Subject: Extension of last date of admission for the session 2022-23/24 of the Craftsman Training Scheme in Industrial Training Institutes**

**Ref: DGT letter of even no dated 12.05.2022 and 16.08.2022**

Respected Madam/Sir,

1. Kind attention is invited to this Directorate letter of even no dt 12.05.2022 and 16.08.2022, where last date for admission ITIs in CTS courses for the session 2022-23/24 was 31.08.2022.
2. As per the requests received from many States, the last date for admission in ITIs (Govt. & Pvt.) is extended till 30.9.2022.
3. API link to upload data on NCVTMIS portal will be open from 01.10.2022 to 15.10.2022.
4. All State Directorate are requested to take-up all necessary measures to increase enrollment in ITIs including walk-in/spot admissions and spreading awareness via various social media platforms, print media, and local newspapers etc.
5. Further State Directorates will ensure syllabus for all the trainees to be completed by 31.05.2023, as per training calendar by arranging extra classes if required.
6. Timelines for rest of the activities in the training schedule will remain unchanged.

This issue with the approval of Competent Authority.

Encl: as above

(Pooja Verma)  
Assistant Director TC  
For Director TC, DGT

Copy to:

1. Sr. PPS to Secretary, MSDE
2. Sr. PPS to DG(T), DGT
3. Sr. PPS to DDG(T), DGT
4. Director IT and NCVTMIS team for uploading on portal
5. All RDSDEs- To coordinate with State Directorates for organizing various activities to increase the enrollment in ITIs.

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Government of India  
Ministry of skill Development & Entrepreneurship  
Directorate General of Training

Employment exchange Building  
Pusa Road, New Delhi  
Date: 16.08.2022

To,

1. All State Directorates/ UT Administration dealing with Craftsmen Training
2. All Regional directorates of Skill Development & Entrepreneurship

**Subject: Starting of session 2022-23/24 under Craftsmen Training Scheme (CTS)  
from 01.09.2022 in the Industrial Training Institutes/National Skill Training  
Institutes -reg.**

Ref.: DGT letter of even no. dated 12.05.2022.

Madam/sir,

It is to inform that last date of admission in CTS course for the session 2022-23/24 was conveyed vide above referred letter. As communicated earlier from DGT, new session of 2022-23/24 under Craftsmen Training Scheme (CTS) will commence from 01.09.2022 in the Industrial Training Institutes/National Skill Training Institutes.

It is further requested to ensure that all admission and other related activities to be completed till 31.08.2022 and API link to upload data on NCVT MIS portal will be open from 31.08.2022 to 15.09.2022.

Timelines for rest of the activities in the training schedule will remain unchanged. Your kind cooperation is highly solicited.



(Ujjwal Biswas)  
Director, TC

Copy to:

1. Sr. PPS to Secretary, MSDE
2. Sr. PPS to DG(T), DGT
3. Sr. PPS to DDG, DGT
4. All Directors, DGT Hqtrs.
5. DGT and NCVT MIS website for wide circulation



(T. Ragulan)  
Joint Director, TC

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: 12<sup>th</sup> May 2022.

To

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

**Subject: Admission/Training schedule for the Six Months, One and Two-year Trades of the Craftsman Training Scheme (CTS) in Industrial Training Institutes (ITIs):  
Session : 2022-23/24 -Regarding.**

Sir/Madam,

The details of Admission /Training schedule are as follows;

**I. Training Schedule: One- year and Two-Year Trades: Session:2022-23/24**

| S.no | Activity                                                               | Timelines<br>(1200 Trg Hrs /30 weeks) |
|------|------------------------------------------------------------------------|---------------------------------------|
| 1.   | Online registration and admission of trainees by State/UT Directorates | From May 2022                         |
| 2.   | Last date for Admissions (Both Govt and Pvt ITIs)                      | 31.07.2022                            |
| 3.   | Start of Academic Session                                              | 01.09.2022                            |
| 4.   | End of Training Session                                                | 31.05. 2023                           |
| 5.   | API Data upload by State                                               | Up to 31.08.2022                      |
| 6.   | Trainee Verification and Trainee approval                              | Up to 30.09.2022                      |
| 7.   | NCVET report and information dissemination by NPIU                     | Up to 10.10.2022                      |
| 8.   | Grievance registration & resolution by State & DGT                     | Up to 10.11.2022                      |
| 9.   | AITT                                                                   | June 2023                             |

**(II) The Training schedule for six months Trades Session 2022-23:**

| <b>(i) Six months Trades: Session I: 2022 From 01.09.2022 to 16.12.2022</b> |                                                                        |                                    |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------|
| S.no                                                                        | Activity                                                               | Timelines<br>(600 Trg hrs /15 Wks) |
| 1                                                                           | Online registration and admission of trainees by State/UT Directorates | May 2022                           |
| 2                                                                           | Last date for Admissions (both Govt and Pvt ITIs)                      | Up to 31.07.2022                   |
| 3                                                                           | Start of Academic Session                                              | 01.09.2022                         |
| 4                                                                           | End of Training Session                                                | 16.12.2022                         |
| 5                                                                           | Data migration by State                                                | Up to 31.08.2022                   |



|                                                                               |                                                                        |                                       |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------|
| 6                                                                             | Trainee Verification, Photo upload and Trainee approval                | Up to 30.09.2022                      |
| 7                                                                             | NCVET report and information dissemination by NPIU                     | Up to 10.10.2022                      |
| 8                                                                             | Grievance registration & resolution by State & DGT                     | Up to 10.11.2022                      |
| 9                                                                             | AITT                                                                   | Dec'2022                              |
| <b>(ii) Six months trades (Session II-2023) from 15.02.2023 to 31.05.2023</b> |                                                                        |                                       |
| Sl. No.                                                                       | Activity                                                               | Time lines<br>(600 Trg hrs /15 Wks) ) |
| 1                                                                             | Online registration and admission of trainees by State/UT Directorates | From 01.01.2023                       |
| 2                                                                             | Last date for Admissions (both Govt and Pvt ITIs)                      | 31.01.2023                            |
| 3                                                                             | Start of Academic Session                                              | <b>15.02.2023</b>                     |
| 4                                                                             | End of Training Session                                                | <b>31.05.2023</b>                     |
| 5                                                                             | Data migration of by State                                             | Up to 15.02.2023                      |
| 6                                                                             | Trainee Verification, Photo upload and Trainee approval                | Up to 28.02.2023                      |
| 7                                                                             | NCVET report and information dissemination by NPIU                     | Up to 07.03.2023                      |
| 8                                                                             | Grievance registration & resolution by State & DGT                     | Up to 15.03.2023                      |
| 9                                                                             | AITT                                                                   | June 2023                             |

- i. 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.
- ii. Only affiliated ITIs in affiliated trades/units as on 1st July, 2022 will be eligible to take admissions for Session 2022-23 (ITI's/Trades status can be checked on [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)).
- iii. State Directorates to ensure to allow admission ONLY Affiliated ITIs (Active ITIs) in Affiliated Trades/Units. States/UTs shall Check and match un-affiliated units and shall strictly maintain NO admission in those Un affiliated units (ITI trade & unit status can be checked at <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1363> ).
- iv. State Directorates concerned should NOT allow Admissions in ITIs against which De-Affiliation proceedings are under Progress.
- v. 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.
- vi. In Two Year, trades, in same shift/unit, Admission and uploading CANNOT be done in consecutive years.
- vii. 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> ).
- viii. 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.
- ix. 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.
- x. State/UT Directors shall promote women candidates to take admissions in ITIs to increase their participation in ITI admissions.
- xi. 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.
- District Skilling Committees may also be involved to take measures on broadening the prospective of ITIs in their districts.

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

- To check ITI (Active/Inactive)/Trade affiliation (Affiliated/De-affiliated) status at [www.ncvtmis.gov.in](http://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 2<sup>nd</sup> 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.
- The State government is requested to sensitise 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.
- All the Concerned are requested to adhere to guidelines issued time to time by MHA and MoFHW with respect to COVID 19.

This issues with the approval of competent authority.



(Ujjwal Biswas)  
Director, TC

Copy for Kind information & necessary action to: -

1. Sr PPS to DG/AS, DGT, New Delhi
2. Sr PPS to DDG, DGT, New Delhi
3. All RDSDEs.
4. The Director, CFI, DGT, New Delhi
5. The Director TT Cell, IT cell, DGT, New Delhi
6. Executive Director, NIMI, Chennai
7. Assistant Manager (IT) NIMI, Chennai.
8. Project Manager, Wipro Ltd, Greater Noida.



(R. MurugaRajan )  
Deputy Director, TC