

DGT-MIS013/2/2023-O/o DIR (TC)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building,
Pusa Complex, New Delhi-110012

Dated:25th January, 2023

To,

All the State Directorates / UTs dealing with Craftsmen Training Scheme

Sub: Updating Instructors details on NCVT MIS portal – reg.

Sir / Madam,

This is regarding updating the details of instructors posted in ITIs on the NCVT MIS portal. There is functionality available on the NCVT MIS portal for ITIs to update the details of trainers from their respective creator login Id. But, it has been observed that many ITIs have not updated the details of Instructors on NCVT MIS portal.

As per latest data available on NCVT MIS portal there are total 2,05,636 sanctioned post of instructors in the ITIs across the country, out of which only 73,384 posts have been shown as filled. The position shows that there is a very huge percentage of instructor vacancies in the ITIs, which would be affecting the training activities very badly. This matter was taken up by the Parliamentary Standing Committee on Labour, Textile and Skill Development recently and serious concern was expressed about this position.

The matter has been examined in this office, I am directed to convey that all the ITIs (Govt. and Private) should immediately appoint adequate number of instructors as per the trade / units available in their institutions. After appointing the instructors, the details should be updated on the NCVT MIS portal. If instructors are already deployed, the same should be reflected on the NCVT MIS portal.

If any ITI fails to appoint the instructor and update the portal within a period of one month from the date of the issue of this letter, it would be deemed that the ITI is running with shortage of trainers and strict action will be taken against that ITI.

The facility to update the details of trainers on NCVT MIS portal is currently functional. The ITIs may update the same through their login id. A user manual is also available under help tab on NCVT MIS portal for ready reference.

This issues with the approval of Competent Authority.

Yours faithfully



(Ujjwal Biswas)
Director (TC)

Copy to:

1. Sr. PPS, Secretary MSDE
2. Sr. PPS, DG, DGT
3. PPS, DDG, DGT
4. All RDSDEs
5. Directors TT/IT, CD, CFI