DGT-18011/4/2023-O/o DIR (TT)

File No. DGT-18011/4/2023-O/o DIR (TT) (FTS no. E-62494)

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

7th Floor, DGT, Kaushal Bhawan, New Moti Bagh, New Delhi 110023 Dated: 18th October 2023

Τo,

i) All the Principal/Chief Secretaries of the States/UTs (Dealing with Craftsman Training Scheme)

ii) All the Regional Directors, RDSDE

iii) All the Principals, NSTIs

Subject: Detailed Guidelines for CTS and DST Supplementary and Leftover Trainee Examination 2023 -reg.

1. This in continuation to the office order of even no dated 19.09.2023 wherein the schedule for All

India Trade Test 2023 for Craftsmen Training Scheme (including Dual System of Training) has been

announced for the following supplementary and leftover sessions trainees.

| S No | Admission Session | Sessions | Examination Type |
|------|----------------------|--|------------------|
| 1 | 2018 | . a | Leftover and |
| 2 | 2019 | Six-month Courses, One-year Course, and | Supplementary |
| 3 | 2020 | 1 st and 2 nd Year of 2-year Courses | trainees |
| 4 | 2021 | | |
| 5 | 2022 | Six-month Courses, One-year Course, and | |
| | | 1 st year of 2-year Courses | |
| 6 | 2022 | 2 nd Year of 2-year Courses | Private Trainees |

2. The leftover trainees will cover trainees falling under following categories

- i. Trainees who have been admitted late to the portal following directives from the Hon'ble Courts or trainees whose verification and approval on the portal have been delayed
- ii. Trainees who were not eligible for the Mains Examination due to their attendance being below minimum attendance criteria of 80%
- iii. Trainees whose Eligibility was not created and/or not approved by the ITI
- iv. Trainee whose CBT Fees were not deposited
- v. Second Year Examination of Private Trainees of admission session 2022
- vi. Trainees from Manipur, whose Examination could not be conducted in July 2023

3. The Practical and Engineering Drawing Examinations will be held from 1st December to 6th December 2023. The schedule of the same is attached at **Annexure A**.

4. Further, vide order no DGT-35/4/1 Secy. (MSDE) 2022 dated 28th March 2022 regarding State Skill Development and Entrepreneurship Committee (SSDEC), State/UT Directorates have been empowered to set the Practical Question Papers for all the trades. Hence, State/UT Directorates are requested to prepare the question paper and conduct Practical examination for all trades.

5. As per the order No. MSDE-18011/DGT/2017-TTC(Pt-III) dated 19.12.2019, all the ITIs are

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self-centre for conducting Practical and Engineering Drawing Examination and States are empowered to set Engineering Drawing Examination Question Paper. However, concerned SSDEC/ State Directorate can decide any other Practical or Engineering Drawing Examination Centre.

6. The registration of Examiners on the NCVTMIS Portal for Practical Examination had been made mandatory vide order NO. MSDE-18012/05/MIS/2016-TTC (part-A) dated 07th Feb 2020. All states/UTs are requested to comply with the same. The Standard Operating Procedures (SoP) for Examiner Registration is placed at **Annexure B**.

7. The Nodal ITIs have to complete mapping of the Examiners with the Practical Examination centres between 19th November to 24th November 2023. The SoP for the Examiner mapping is attached at **Annexure C**.

8. The uploading the Trade Practical marks by Examiners on the NCVTMIS is advised to be completed on the day of the Examination itself or to be mandatorily completed within 48Hrs, after the conclusion of the Practical Examination. The SoP for the same is enclosed at **Annexure D**. The Process flow and other points to be taken care during Practical Marks uploading is attached at **Annexure E**.

9. The Engineering Drawing Examination marks have to be uploaded by the respective Nodal ITIs within 1st December to 10th December 2023.

10. The trainees, for whom no marks entry is made against Practical or/and Engineering Drawing on the Portal (neither marks nor absent) will be treated as absent in the Practical or/and Engineering Drawing Examination, and their result will be processed accordingly.

11.**Hall Ticket (HT) eligibility for leftover trainees:** -The NCVT MIS Portal will be opened for uploading the eligibility for HT generation for leftover trainees from 19th Nov to 31st Nov 2023. ITI Principals are requested to fill the trainees' attendance, formative assessment and CBT and Practical examination fee on the NCVT MIS Portal within the time duration. For trainees who were short of attendance during Mains Examinations by not more than 50%, ITI Principals will be able to update their attendance, based on extra classes held. The Eligibility Criteria for appearing in the Examination is as below:

| SI. No | Parameter | Eligibility Criteria for Hall Ticket Generation |
|-----------|--|--|
| 1. | Attendance* | >= 80%** |
| 2. | Formative Assessment | >=60% |
| 3. | Eligibility Criteria for Hall Ticket Generation | Yes |

*Calculation of number of working days for attendance can be decided by States/UTs through their State Skill Development and Entrepreneurship Committee (SSDEC), based on date of start of session.

** For relaxation of attendance criteria by the Principal. ITI, refer to order no MSDE-19/O1/2017-CD dated 05th July, 2017.

12.Computer Based Test (CBT) Fees Collection: -

The CBT fees for each trainee will be calculated as below:

CBT Fees (in Rs) = 163* Number of CBT papers+ 50

For trainees with outstanding fees from their previous examinations, both their prior and current fees are to be submitted concurrently for Supplementary Examination.

The ITIs have to submit the CBT fees in bulk through online mode only. No other form of

payment will be entertained. The SoP for fee submission is enclosed at Annexure F.

All ITIs/SPIUs are requested to scrupulously follow the timelines for the examination schedule, including timely eligibility creation and fee payment. RDSDEs are instructed to closely follow up with their respective SSDECs.

13. **CBT Exam Centre Mapping:** The CBT exam centre mapping has to be completed by the State Directorate in liaison with the NSEIT between 15th November to 30th November 2023. The CBT Exam centres are finalized after the final approval of the State Controller of Examination only. Therefore, the State has to mandatorily confirm/ suggest changes to the exam centre mapping submitted by the NSEIT.

14. **CBT Examination Pattern:** - The CBT Examination Question Paper pattern will be based on the syllabus and question paper as was followed in that particular session's Mains Examination.

15. **Engineering Drawing Examination:** Vide DO no MSDE(DGT)- 19/03(02)/2022-CD dated 05th April 2022, the. Engineering Drawing was merged with the Trade Theory for all Engineering trades from admission year 2021. However, for supplementary and leftover examinations of previous admission years, the Engineering Drawing Examinations will be held conventionally in pen and paper mode at the ITI.

Hindi Version will follow.

Signed by Chegondi Satyanarayana Murthy Date: 18-10-2023 11:59:04 Reason: Approved

> (CS Murthy) Controller of Examinations, DGT

Encls: As above.

Copy to:

- 1. PSO to DG(T), DGT
- 2. Executive Director, NIMI, Chennai
- 3. Director, TC Section, DGT
- 4. Director, CD Section, Delhi
- 5. Director, CSTRAI, Kolkata
- 6. Director, CFI Section, DGT
- 7. M/s Wipro
- 8. M/s NSEIT
- 9. ITIs and NSTIs through bulk email

ANNEXURE A

Programme for All India Trade Test Practical & Engineering Drawing Supplementary and Leftover Annual Examination under Craftsmen Training Scheme and Dual System of Training for Engineering & Non – Engineering trades to be held in the month of December 2023

| Date | Dav | Time of | | AL EXAMINATION AND DUAL SYSTEM OF INING (DST) EXAMINATION |
|--------------------------|----------------------|--------------|------|--|
| Date | Day | Commencement | Year | All Trades of One Year duration/Two Year |
| 01.12.2023 | Friday | 10:00 AM | I | durationEngineering Drawing for all trades(For trainees of 1st year of 2-year trades of trainees admitted in 2018 and onwards and 01-year duration trades trainee admitted in 2019 and onwards) |
| | | 02:30 PM | 11 | Engineering Drawing for all trades (for Trainees of 2 nd year of 2-year trades admitted in 2018 and onwards) |
| 02.12.2023 04.12.2023 | Saturday Monday | 09:30 AM | I | Trade Practical for all trades (For trainees of 1 st year of 2-year trades of trainees admitted in 2018 and onwards and 01-year duration trades trainee admitted in 2019 and onwards) |
| 05.12.2023 06.12.2023 | Tuesday Wednesday | 09.30 AM | 11 | Trade Practical for all trades (for Trainees of 2 nd year of 2-year trades admitted in 2018 and onwards) |

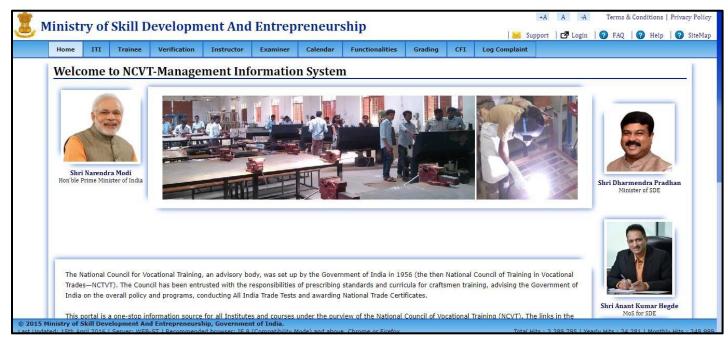
(Lunch Break From 01:00 PM To 01:30 PM for Practical Examinations only)

Module: Examiner Registration / Examination Mapping

STEP – 1: - Open NCVT public portal site using the URL,

https://ncvtmis.gov.in/pages/home.aspx

STEP – 2: click on Examiner link.



STEP – 3: -Navigate to: Examiner>>Examiner Registration



STEP – 4: After click on Examiner registration below page will be open.

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STEP – 5: After filling the mandatory details of the examiner click on next button, below page will be open.

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STEP-6:- after filling academic details, technical qualification and work experience click on next button.

On clicking next, page will open where examiner can fill location prefrence and trade prefrence.

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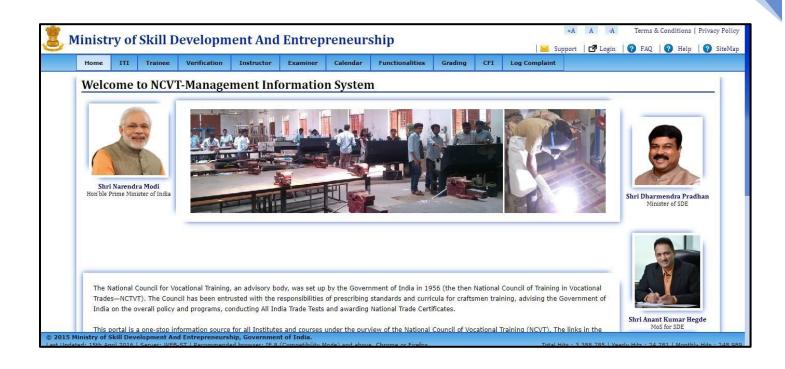
STEP-7:- After selecting all the fields ,click submit, below message will be shown.

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Examiner Approval and Mapping:

STEP – 1: - Open NCVT site using the URL, <u>https://ncvtmis.gov.in/pages/home.aspx</u>

STEP – 2: - Click the **Login** Link on page



STEP – 3: - Login with Nodal ITI.

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| | © 2015 Ministry of Skill Developme | nt And Entrepreneurship, Government of India | a. Helpdesk: ncvtmi | s-msde@gov.in Recommended browser: IE 8 | (Compatibility Mode) and above, Chrome or Firefox APP-AR | |

STEP – 4: -Navigate to: Menu>>ITI>>Examiner>>Approve

NCVT MIS

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| My Profile | | | | | |
| Name RADHA KR Email ID | RISHNA | Designation Mobile Number | Principal Sr Scale | Edit My Profile Reset Security Question | |
| | | | Action Items | | |
| Modules | Update Attendance Eligibility Status Update | • | S. No. | Action Item | Record Count |
| ITI | Administration | | | No Action items to display | |
| Trainee Grievance | Infrastructure | | Action Iten | ns are refreshed overnight, to force refresh now click here | 2. |
| NPIU | Create/Edit Instructor Details | | | | |
| PLACEMENT | Approve | | ck here to download your Final Grad | ing Report | |
| CENTRAL MIS | - Examiner | | | | |
| FREQUENTLY USED REPORTS | ITI Examiner Mapping Map | | | | |
| | <u>Approve</u> | | | | |
| | Edit | | | | |
| | Strive | | | | |
| | Activity Details | | | | |
| | Create | | | | |
| | - View | | | | |
| | | | | | |
| https://stage.ncvtmis.gov.in/MIS/ITI/Ex | aminer/ExaminerApproval.aspx | | -msde@gov.in Recommended browser: | IE 8 (Compatibility Mode) and above, Chrome or Firefox APP-AR | |

STEP – 5: Click on "Approve" link, below page will be open.

| 20 20 | | T MIS | | | Welcome, RADHA KRISHNA Logout Change Password 🔽 0124 4419167 Help |
|----------|------------------------|-----------------------|--|----------|---|
| | > ITI > Examiner > IT | I Examiner Assignment | > Examiner Profile Approval | | GR09001555-Government III, Ghaziabad |
| 2. 11 | ie system does no | | Please enter Registration Number/ | | e an examiner is mapped to more than one 111 or more than one trade. |
| | | | | indine o | Search |
| Se | arch Result | | | | |
| | Registration Number | Examiner Name | Preferred Location | | Preferred Trade |
| | TX200902796 | Ravindra kumar | GHAZIABAD, HAPUR, MEERUT | | Architectural Draughtsman, Building Maintenance, Draughtsman (Civil) |
| | TX170900966 | Himani Sharma | GAUTAM BUDDHA NAGAR, GHAZIAB | AD | Basic Cosmetology |
| | TX210901653 | Abhishek saxena | GHAZIABAD, MEERUT, SAHARANPU | IR | Business Management (NSQF), Computer Hardware & Networking Maintenance (One Year) (NSQF), Information Technology (NSQF) |
| | TX170901109 | RAJ SINGH | GAUTAM BUDDHA NAGAR,GHAZIABAD DELHI | ,NEW | Cabin/Room Attendant,Computer Hardware & Network Maintenance,Photographer |
| | TX180900149 | kumar gaurav | GHAZIABAD | | Civil Engineer Assistant |
| | TX210900470 | KOMAL SHARMA | GHAZIABAD | | Computer Hardware & Network Maintenance (NSQF), Computer Operator and Programming Assistant (NSQF), Information Communication Technology System Maintenance (NSQF) |
| | TX210901135 | MANOJ KUMAR | GHAZIABAD, GOPALGANJ, SITAMAR | ні | Computer Hardware & Network Maintenance, Computer Hardware & Network Maintenance (NSQF), Computer Hardware & Networking Maintenance (One Year) (NSQF) |
| | <u>TX200904074</u> | RAVI CHOWDHARY | CENTRAL, GHAZIABAD, MEERUT | | Computer Hardware & Network Maintenance, Computer Hardware & Networking Maintenance (One Year) (NSQF), Computer Operator & Programming Assistant (VI) |
| | TX180900096 | ISHARAT ALI | GHAZIABAD, KANPUR NAGAR, LUCKN | woi | Computer Hardware & Network Maintenance, Computer Operator & Programming Assistant (VI), Computer Operator and Programming Assistant |
| | TX170900152 | Shekhar Tyagi | GAUTAM BUDDHA NAGAR, GHAZIABAD, | HAPUR | Computer Hardware & Network Maintenance, Computer Operator & Programming Assistant (VI), Fitter |
| 1 | 2 3 4 5 6 | 7 8 9 10 | | | |
| | | | Remarks* (Max 1000 Characters) | | |
| _ | | | | | Approve Reject |

STEP – 6: Enter the remarks and click on Approve/Reject button.

- **Approve** To approve the records and Unique Registration Number is generated for the Examiner.
- **Reject** To reject the records. In this Examiner needs to register again.

6

GR09001555-Government ITI, Ghaziabad

Welcome, RADHA KRISHNA | Logout | Change Password | 📞 0124 4419167 | Help

STEP-7:- For Approve, Just mention the remarks and select the record and click on submit, data will be submitted successfully.

| ∇ 7 | | hiovarashy | | E H # L . |
|-------------|---|-------------------------------------|---------------------------------|---|
| M Gmai | I 📭 YouTube 🐹 Maps 🍰 IT SERVICE DESK: L 💈 DGT M | stage.ncvtmis.gov.in says |) Home myWipro 💈 | Trainee Authenticate 🔇 S-NOW 🛛 » |
| | NCVT MIS | Record(s) approved successfully. | HA KRISHNA Logout | Change Password 🔀 0124 4419167 Help |
| MIS > ITI > | Examiner > ITI Examiner Assignment > Examiner Profile Approval | | ок | GR09001555-Government ITI, Ghaziabad |
| Examine | | | | |
| | exercise caution and due diligence while mapping the examine tem does not have the ability to trap time and distance problem | | one ITI or more than one trade. | |
| | Please enter Registration Numb | er/Name of the Examiner TX220900251 | | |
| | | Search | | |
| Search R | esult | | | |
| | Registration Number | Examiner Name | Preferred Location | Preferred Trade |
| | TX220900251 | sri 🛛 🔍 💿 | GHAZIABAD | Electrician (NSQF) |
| | Remarks* (Max 1000 Characters) | ed by an LOADING | | |

If user will click on **Approve/Reject** a confirmation mail will be triggered to the examiner's registered email ID. Confirmation message will be displayed as shown in below screenshot.

| This is an auto generated mail, please do not reply to this mail. | |
|---|--|
| Dear sri, | |
| Your application form with registration number EX220900251 is approved. | |
| Regards, MIS Application System | |

STEP-8:- Navigate to: Menu >> ITI >> Examiner >>Map

| IIS > ITI | | | | GR09001555- | -Government ITI, Ghaziab |
|----------------------------|---|------------------------------|--|---|--------------------------|
| | | WELCOME TO N | MIS APPLICATION | | |
| My Profile | | | | | |
| Name RADHA K Email ID s | RISHNA | Designation Mobile Number | Principal Sr Scale | Edit My Profile Reset Security Question | |
| | | | Action Items | | |
| Modules | Update Attendance Eligibility Status Update | ^ | S. No. | Action Item | Record |
| ITI | Administration | | | No Action items to display | |
| Trainee Grievance | Infrastructure | | Action Items | are refreshed overnight, to force refresh now click | here. |
| NPIU | Create/Edit | | - | | |
| PLACEMENT | Instructor Details | | ck here to download your Final Grading | Report | |
| | - Approve | | , , | | |
| CENTRAL MIS | Examiner | -0 | | | |
| FREQUENTLY USED REPORTS | ITI Examiner Mapping Map | | | | |
| | Approve | | | | |
| | Edit | | | | |
| | Strive | | | | |
| | Activity Details | | | | |
| | Create | | | | |
| | View | | | | |

Click on "Map" link .

STEP-9:- Search the records to be mapped using following fields Exam System, Year/Semester, Examination Type, Examination Session, and ITI name and affiliated trade.

| 🐮 NCVT М | IS | | Welcome, R | ADHA KRISHNA Logout | Change Password 📞 0124 4419167 Help |
|---|---|--|--|-----------------------------------|---|
| MIS > ITI > Examiner > ITI Examiner As | signment > Examiner ITI Mapp | bing | | | GR09001555-Government ITI, Ghaziabad |
| ITI Examiner Assignment | | | | | |
| Note: 1. Please exercise caution and di 2. The system does not have the | ue diligence while mapp ability to trap time and | ping the examiners for multiple exams. I distance problems in case an examiner is r | napped to more than one ITI or more than o | one trade. | |
| | | Select a | any one of the field marked as #. | | |
| Exam System* | Annual 💙 | | Year# | Vear 2 🗸 | |
| Semester# | Select | ×. | Examination Type* | Final 🗸 | |
| Examination Session* | July 2022 | ~ | ITI Name* | GR09001555-Government ITI, (🗙 | |
| Affiliated Trades:* | Electrician (NSQF) | ~ | | | |
| | | | Search Clear | | |
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| Menu © 2015 M | linistry of Skill Development | And Entrepreneurship, Government of India. Helpde | sk: ncvtmis-msde@gov.in Recommended browser: IE | 8 (Compatibility Mode) and above. | Chrome or Firefox APP-AR |

STEP – 10: All the records matching to search criteria are displayed under the Mapping Details panel as shown below on the screen:

8

| 🕱 NCVT I | MIS | | Welcome, R | ADHA KRISHNA Logout | Change Password 📞 0124 4419167 Helg |
|---|---|--|--|------------------------------------|---|
| | er Assignment > Examiner ITI Mappi | ing | | | GR09001555-Government ITI, Ghaziabao |
| ITI Examiner Assignment | | | | | |
| Note: 1. Please exercise caution ar 2. The system does not have | id due diligence while mapp the ability to trap time and | oing the examiners for multiple exams. distance problems in case an examiner is mapped to | o more than one ITI or more than (| one trade. | |
| | | Select any one of t | the field marked as #. | | |
| Exam Syste | em* Annual 🗸 | | Year# | Year 2 V | |
| Semest | er#Select | × | Examination Type* | Final | 1 |
| Examination Sessi | on* July 2022 | × | ITI Name* | GR09001555-Government I1 V | |
| Affiliated Trade | es:* Electrician (NSQF) | ~ | | | |
| Search Results Copy Row Select | Trade | Shift* | Unit* | Subject* | Examiner* |
| | Electrician (NSQF) | Shift 2 | Select | ALL V | EX220900251 - sri 🗸 |
| | | | Мар | | |
| Examiner Response Histo | ry | | | | |
| Examiner Regis | tration Number | Accepted Count | Rejected Cou | nt | No Response Count |
| EX2209 | 00251 | NA | NA | | NA |
| Menu © 20 |)15 Ministry of Skill Development / | And Entrepreneurship, Government of India. Helpdesk: ncvtmis | s-msde@gov.in Recommended browser: II | E 8 (Compatibility Mode) and above | s, Chrome or Firefox APP-AR |

STEP – 11: User can view all the mapped details under Mapped Details panel as shown in below page: After Mapping below message will be show.

| ← → C a stage.ncvtmis.gov.in/MIS/ITI/Examiner, | r/ITIExaminerMapping.aspx | | 🖻 🏠 🌲 🖬 😩 🗄 |
|---|---|---|---|
| M Gmail 💶 YouTube 🐹 Maps 🚠 IT SERVICE DESK: L | DGT MIS stage.ncvtmis.gov.in says | 🚽 Home myWipr | o 💈 Trainee Authenticate 🔇 S-NOW 🛛 🔹 🛛 |
| 📱 NCVT MIS | Mapping Performed Successfully | HA KRISHNA L | ogout Change Password 📉 0124 4419167 Help |
| $\label{eq:MIS} MIS > III > Examiner > III Examiner Assignment > Examiner III Mapping$ | | ОК | GR09001555-Government ITI, Ghaziabad |
| ITI Examiner Assignment | | | |
| Note: 1. Please exercise caution and due diligence while mapping t 2. The system does not have the ability to trap time and dista | ance problems in case an examiner is mapped to | | |
| Exam System* Zhinoal 201 | Select any one of the | Year# Weard | |
| Semester# -Select- | | | |
| Examination Session* 174/2022 | | Examination Type* Final ITI Name* 10/00001555-Gayeen | |
| Affiliated Trades:* Electrician (NSQF) | | 111 Name Information Party | |
| Annated Trades: (Electrical (Node) | | Clear | |
| | Gearch | | |
| Mapping Details Mapped Details | • LOADIN | • | |
| Search Results | | | |
| Copy Row | | | |
| Select Trade | Shift* | Unit* Subject* | Examiner* |
| Electrician (NSQF) | [ALL 💙] | ALL × | EX220900251 - sm 🗸 |
| | | ар | |
| Examiner Response History | | | |
| Examiner Registration Number | Accepted Count | Rejected Count | No Response Count |
| EX220900251 | NA | NA | NA |
| | | | |
| Menu | | | |
| © 2015 Ministry of Skill Development And E | Entrepreneurship, Government of India. Helpdesk: ncvtmis-r | isde@gov.in] Recommended browser: IE 8 (Compatibility Mode) | and above, Chrome or Firefox APP-AR |

After Mapping, Mapped details is shown below.





| system does not have Exam Syste Semest Examination Sessi Affiliated Trad | ter#Select V | | | | | | | |
|--|-------------------------------------|---------|--------------|----------------------|-------------------------------|-------------------|----------------------------------|------------------------|
| Semest Examination Sessi Affiliated Trad | ter#Select V ion* July 2022 V | | | he field marked as # | | one trade. | | |
| Examination Sessi Affiliated Trad | ion* July 2022 🗸 | | | - | Year# | Year 1 | ¥ | |
| ng Details Mapped De | es:* Electrician (NSQF) V | | | EX | camination Type* ITI Name* | GR09001555-Govern | ment II 🗸 | |
| | | | | | | | | |
| | etails | | Search | Clear | | | | |
| igned Records | | | | | | | | |
| ect | ITI Name | | Trade | Shift | Unit | Subject | Examiner | Status |
|) GR09 | 9001555 - Government ITI, Ghaziabad | Electri | ician (NSQF) | 1 | 1 | Trade Practical | EX220900242 - AB | Pending for Acceptant |
|) GR09 | 9001555 - Government ITI, Ghaziabad | Electri | ician (NSQF) | ALL | ALL | Trade Practical | EX220900250 - krishna | Accepted |
|] GR09 | 9001555 - Government ITI, Ghaziabad | Electri | ician (NSQF) | ALL | ALL | ALL | EX220900251 - sri | Pending for Acceptance |
| | | | Un | Мар | | | | |
| Home IT | of Skill Developm | | miner Calend | _ | | Support 2 Lo | gin 🕜 FAQ 🕜 He Help Dashboard | lp 🛛 🕜 SiteMap |
| | | | | | | , | | Complaint Tool |
| | | | | | | | | Complaint Tool |
| Your ma | apping rejected success | fully. | | | | | | Complaint Tool |

STEP – 12: After Mapping, confirmation mail will be triggered to the examiner's registered email ID. Confirmation message will be displayed as shown in below screenshot.





| This is an auto generated mail, please do not reply to this mail. |
|---|
| Dear sri, |
| You have been mapped as an examiner for the practical at the ITI mention below. |
| Examiner Name: sri |
| ITI Name: GR09001555 - Government ITI, Ghaziabad |
| Trade: Electrician (NSQF) |
| Shift: ALL |
| Unit: ALL |
| Subject: ALL |
| Accept / Reject |
| In case you are mapped for multiple exams, please check if it is fisible to be undertaken, based on time ar |
| distance, before accepting. |
| The system does not have the ability to trap time and distance problems. |
| Regards, |
| MIS Application System |

User can view all the mapped details under Mapped Details panel as shown in below page:

| TI Examine | r Assignment | | | | | | | | |
|--------------------|---------------------|------------------------|----------------------|----------------------------------|---------------------|-------------------|-------------------|-----------------------|------------------------|
| te: Please ever | cise caution and du | e diligence while m | apping the examiner | s for multiple exams. | | | | | |
| The system | does not have the a | ability to trap time a | and distance problen | ns in case an examiner is mapped | | | one trade. | | |
| | Exam System* | Annual V | | Select any one | of the field marked | as #. Year# | Year 1 | ~ | |
| | Semester# | Select | * | | | Examination Type* | Final | ~ | |
| Exa | mination Session* | July 2022 | ~ | | | ITI Name* | GR09001555-Govern | ment II 🗸 | |
| | Affiliated Trades:* | Electrician (NSQF) | ~ | | | | | | |
| | | | | Sear | ch Clear | | | | |
| apping Detai | ls Mapped Details | | | | | | | | |
| Assigned R | tecords | | | | | | | | |
| Select | | ITI Name | | Trade | Shift | Unit | Subject | Examiner | Status |
| | GR0900155 | 55 - Government ITI, O | Shaziabad | Electrician (NSQF) | 1 | 1 | Trade Practical | EX220900242 - AB | Pending for Acceptance |
| | GR0900155 | 55 - Government ITI, O | Shaziabad | Electrician (NSQF) | ALL | ALL | Trade Practical | EX220900250 - krishna | Accepted |
| | GR0900155 | 55 - Government ITI, (| Shaziabad | Electrician (NSQF) | ALL | ALL | ALL | EX220900251 - sri | Rejected |
| | | | | | UnMap | Man A P | | | |
| | | | | | | | | | |

User can view the Examiner details using the hyperlink in the field **Examiner Registration Number** and the details will be shown as below screenshot:





| 🕽 View Ex | aminer Details - Google Ch | rome | | | | | | | | · | ٥ |
|---------------|----------------------------|------------------------|----------------------|----------|-------------------|----------|----------------|------------------------|-------------------------------------|-----------------|----------------------|
| stage | | Examiner/ViewExaminerD | etails.aspx?RegNo=YQ | /WISe3w4 | 4xxu%2bTKnkz58Q% | 63d%3d | | | | | |
| No. Markatara | | | | | | | | | | | |
| Personal | | | | | | | | | | | |
| | Name | sunil | | | Date of | Birth | 22-Jul-1993 | | | | |
| | Gender | Male | | | Father | Name | gufdy | | | | |
| | Marital Status | Married | | | Cat | egory | General | | | | |
| | UID (Aadhaar No) | | | | En | ail ID | | | | | |
| | Mob No | | | | | | | | | | |
| Permane | nt Address | | | | | | | | | | |
| | Address | | | | | | | | | | |
| | | UTTAR PRADESH | | | | | GHAZIABAD | | | | |
| | Pin Code | 343756 | | | Pho | ne No | | | | | |
| Correspo | ndence Address | | | | | | | | | | |
| | Address | | | | | | | | | | |
| | | UTTAR PRADESH | | | - | | GHAZIABAD | | | | |
| | Pin Code | 343756 | | | Pho | ne No | | | | | |
| Academic | c Qualification Details | | | | | | | | | | |
| S. No | Examination Passed | Trade | Year of Passing | | School/Board/Univ | ersity T | уре | Subject | Grade | Percentage % | Attache Documer |
| 1 | 12th | | 2012 | | kjbgfxs | | | df | A | | Click to download |
| Technical | Qualification Details | | | | | | | | | | |
| S. No | Stream/Trade | Trade | Certific | ate No | Year of Passing | | Institute Name | Over all % of marks | Duration of Training (In Months) | Attached Doo | uments |
| 1 | ITI | Electrician (NSQF) | 64 | v75 | 2017 | | tgth | | 24 | Click to dow | nload |
| Work Exp | perience Details | | | | | | | | | | |
| | | Location Prefer | ence | | | | | Trade | Preference | | |
| S.No | Preference | e Order | District | Name | | S.No | Prefere | ence Order | r | rade Name | |
| 1 | 1st prefe | | GHAZIA | BAD | | 1 | | reference | Ele | ctrician (NSQF) | |
| 2 | 2nd prefe | | | | | 2 | | reference | | | |
| 3 | 3rd prefe | rence | | | | 3 | 3rd p | reference | | | |

Employment Type UnEmployed

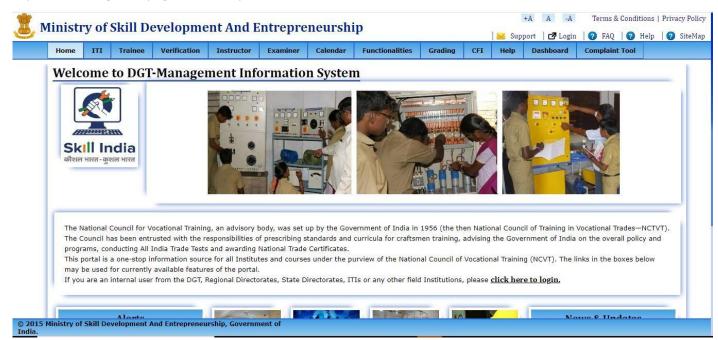


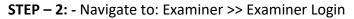


Module: Examiner Login and Marks Entry

STEP - 1: - Open NCVT public portal site using the URL,

https://ncvtmis.gov.in/pages/home.aspx







STEP – 3: - Click on "Examiner Login" link on page, redirected to below page.

| | | Marganetes | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool | |
|-------|------------|------------|--------------|------------|----------|----------|-----------------|---------|-----|------|-----------|----------------|--|
| | lia mare d | • | | | | | | | | | | | |
| Exami | ner l | Login For | m | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | Examine | er Id* | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | Login | | | | | | | | |

STEP – 4: -Enter the Valid Examiner and click on "Login" button. below page will be shown.

| | | | evelopme | | | | - | | - | | oort 🗗 Logir | the second second | Help |
|------|-------|-----------|--------------|------------|----------|--------------|-----------------|---------|-----|------|----------------|-------------------|------|
| Home | ш | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool | |
| | | 1.55 | | | | | | | | | | | |
| Exan | niner | Login For | rm | | | | | | | | | | |
| | | | | | Choose | ontion here | to send OTP | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | xxxxy1@wipro | o.com | | | | | | |
| | | | | | O xxxx | xxxx79 | | | | | | | |
| | | | | | Send | ОТР | | | | | | | |
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STEP – 5: - Choose any option either email id or mobile number where he/she wants to get OTP.

| | | Trainee | evelopme | Instructor | Examiner | Calendar | Functionalities | Grading | CEL | 1 | port 🛛 🗗 Login Dashboard | FAQ FAQ FAQ | lelp 🛛 🕜 Site |
|------|-------|-----------|--------------|------------|----------|--------------|-----------------|---------|-----|------|-----------------------------|----------------|---------------|
| Home | ш | Trainee | verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool | |
| Exar | niner | Login For | m | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | Choose | option here | to send OTP | | | | | | |
| | | | | | | xxxxy1@wipro | o.com | | | | | | |
| | | | | | O xxxx | xxxx79 | | | | | | | |
| | | | | | Rese | nd OTP | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | Enter se | end OTP* | | | | | | | |
| | | | | | | _ | | | | | | | |
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CASE 1: For single shift and unit

STEP – 6: - After entering the OTP, click on verify, redirected to below page.

| nistry | of Skill Dev | velopment | And E | ntrepro | eneursh | ip | | 1 | 🞽 Supp | ort 🗗 Login | 🕜 FAQ 🕜 | Help |
|--------|----------------|------------------|----------|----------|----------|-----------------|---------|-----|--------|---------------|----------------|------|
| Home | ITI Trainee | Verification Ins | structor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool | |
| - | | | | | | | | | | | | |
| Exam | iner Mapped IT | Trade | | Shift | Unit | Subject | Exami | ner | St | atus | Action | |

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NOTE: "Continue" button is enable for those examiners who accepted the mapping otherwise it will be disable.

| lome I | TI Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | ort 🗗 Login Dashboard | Complaint Tool | |
|--------|---------------|-------------------|-----------------|----------|------------------------|-----------------|-------------|---------|--------------|----------------------------|----------------|---|
| | | | | | a same same same same | | | | | | | - |
| | | | | | | | | | | | | |
| Examir | ier Mappeo | I ITI Student I | List | | | | | | | | | |
| | United States | | | | | | | | | | | |
| | | Exam System: | * Annual | | ~ | E | kam Type: * | Final | | \sim | | |
| | А | cademic Session: | * Aug-2021 | | ~ | Year/: | Semester: * | Year 1 | | ~ | | |
| | Exar | nination Session: | * Jul-2022 | | ~ | | ITI * | GU19000 |)225 - Gover | nment 🛛 🗸 | | |
| | | Trade Name | Surveyor (NSQF) |) | ~ | | Shift * | Shift 2 | | ~ | | |
| | | Unit | Unit 1 | | ~ | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | Continue | Back | | | | | | |
| | | | | | Section and the sector | | 4 | | | | | |

STEP – 7: - for single shift/ unit ,all the Mandatory fields will be autocaptured. click on "continue" button.

STEP – 8: - 'List of students' page will be open, now you choose radio button as present or absent and fill the marks along with Remarks and marks should be entered between 0 to 250.

| Home | ITI | Train | ee Ve | erification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboar | rd Co | mplaint | t Tool | |
|---------|---------|-----------|-----------|-------------|-------------------------|--------------|-------------|-----------------|---------|-----|------|----------|--------|---------|--------|--|
| Subje | ct Nan | ne: Trade | Practica | l Subject | MaxMarks: 2 | 50 Total Stu | dents Count | are: 14 | | | | | | | | |
| Regis | tratio | No. | | Traine | e Name | | Attendance | | Marks | | | R | emarks | 5 | | |
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| | R2 | 00819030 | 268 | DIPAN | WITA BHOWMIC | ж | OAbsent | • Present | | 80 | | | | | | |
| | R2 | 00819030 | 269 | PAYEL | MITRA | | OAbsent | Present | | 30 | | | | | | |
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| | R2 | 00819030 | 271 | ANIRUI | DDHA TALUKDA | ĸR | OAbsent | Present | | 50 | | | | | | |
| | R2 | 00819030 | 274 | DEBAL | INA BANERJEE | | Absent | ○ Present | | | | | | | | |
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STEP – 9: - After submitting the marks page will redirected to below page. Where upload the necessary

document.

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STEP 10: -After submitting "your passcode is verified and save students marks" Message will be shown.

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CASE 2: For ALL shift and unit

STEP 11: Login with Examiner Id, follow the same path.

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STEP 12: for all case, you will choose shift and unit, accordingly. Click on continue button.

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STEP 13: - 'List of students' page will be open, now you choose radio button as present or absent and fill the marks along with Remarks and marks should be entered between 0 to 250.

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Now you can save the data and after filling the Marks of all trainees you submit their details to click on "submit" button.

STEP 14: After submitting the marks page will redirected to below page. Where upload the necessary document

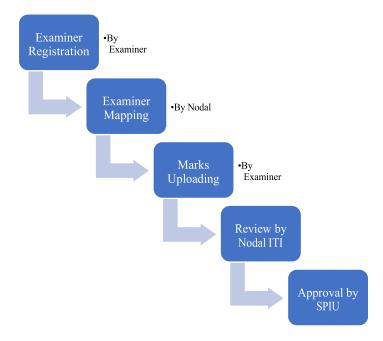
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Annexure E



Process for Recording and Submission of Practical Exam Marks-reg

Examiner Registration:

- 1. It is mandatory for all prospective examiners to register themselves on the NCVT MIS portal.
- 2. Examiner receives an activation email to confirm his/her email address and mobile number.
- 3. Nodal ITIs have a resend email button, in their login, to re-send the activation email and Mobile OTP, if required.
- 4. Post registration, the examiner receives a temporary examiner id.
- 5. On Nodal approval the Examiner receives an Examiner ld via email.

Examiner Mapping with Practical Examination Centre:

- 6. Nodal ITI has the rights to do the Examiner Mapping with Practical Examination Centre.
- 7. Nodal ITI has authority to edit the details of the Examiner, if required.
- 8. On mapping with the Practical Examination Centre, the Examiner gets an email.
- 9. Examiner can accepts /rejects mapping within 24 hours. If an Examiner neither accept nor reject the mapping, he/ she is automatically deemed approved by the system. Nodal ITI can un-map examiner mapping if required.
- 10. On acceptance, a confirmation email is sent to the Examiner, with Examiner Id and a six-letter passcode generated randomly.

Practical Marks Uploading by Examiner

- 11. ITI has to provide a computer system with good internet connectivity to the Examiner for entering the Practical Marks.
- 12. Examiner marks the attendance of the trainees. (Offline Process)
- 13. Examiner conducts the Practical Examination and prepares the score sheet. (Offline Process)
- 14. Examiner logs in using Examiner Id and Mobile OTP or Email.
- 15. Instruction screen is displayed. In case, the Examiner is mapped for multiple examinations he/she is presented the list and he/she has to choose the examinations for which he/she wants to enter the marks.
- 16. Examiner enters Practical marks against the list of trainees displayed. Marks window will open only for the pending trainees.
- 17. Examiner can even save the partial data entered and complete the marks entry in multiple operations. All the saved data entered can be previewed and edited till final submission is completed.
- 18. Examiner uploads a scanned copy of the score sheet in PDF/JPG/PNG format and document size should be less than 200kb.
- 19. Once completed the examiner clicks the Submit button.
- 20. Examiner authenticates the submission by entering his six-letter passcode.
- 21. The examiner must complete the entry and submit the marks, along with uploading scanned copy of the score sheet within 48 hours of completion of exam.
- 22. The hard copy score sheet is dispatched to the Nodal ITI by the current method. (Offline Process)

Review by Nodal ITI

- 23. Nodal ITI can perform the following functions through Creator login:
 - a. Submit the marks to SPIU.
 - b. Make Changes & Submit the Marks to SPIU.
 - c. In case the examiner has failed to upload the marks, Nodal ITI can enter trainee marks.
 - d. to upload the scanned copy of the score sheet.

Review by SPIU

24. SPIU can perform the following functions through Approver login:

- a. Approve the marks.
- b. Reject the marks back to the Nodal ITI.

1

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Bulk Fee Status – User Manual

Step 1: Open NCVT MIS site using the URL, <u>https://stage.ncvtmis.gov.in/MIS/PreLog/UserLogin.aspx</u>



| | o MIS Application |
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| Password : | * |
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Step 2: Login with ITI creator:

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Step 3: Navigate to the below path:

Menu >> ITI >> Examination Management >> Trainee exam fee status >> Bulk Fee Payment

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Step 4: After click on search button details of the trainee will be visible.

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| | | | Search: | | | | |
| No. | Registration No. | Trainee Name | Trade | Year | Year/Semester | Subjects | |
| 1 | R140801000078 | WAJAHAT KAREEM | Computer Operator and Programming Assistant | 2014 | 2 | Paper-I | |
| 2 | R140801000080 | SAIQA QAISAR | Computer Operator and Programming Assistant | 2014 | 2 | Paper-I | |
| 3 | R140801000082 | MUZAFFAR ALI | Computer Operator and Programming Assistant | 2014 | 2 | Paper-I | |
| 4 | R140801000258 | MIR RAHIL ALI | Electronics Mechanic | 2014 | 3 | Paper-I,Paper-II | |
| 5 | R140801000258 | MIR RAHIL ALI | Electronics Mechanic | 2014 | 4 | Paper-I,Paper-II | |
| 6 | R140801000259 | UMER FAROOQ | Electronics Mechanic | 2014 | 2 | Paper-II | |
| 7 | R140801000259 | UMER FAROOQ | Electronics Mechanic | 2014 | 3 | Paper-I, Paper-II | |
| 8 | R140801000259 | UMER FAROOQ | Electronics Mechanic | 2014 | 4 | Paper-I, Paper-II | |
| 9 | R140801000344 | INAYAT ULLAH | Electrician | 2014 | 2 | Paper-II | |
| 10 | R140801000344 | INAYAT ULLAH | Electrician | 2014 | 3 | Paper-I,Paper-II | |
| 11 | R140801000344 | INAYAT ULLAH | Electrician | 2014 | 1 | Paper-I | |
| 12 | R140801000344 | INAYAT ULLAH | Electrician | 2014 | 4 | Paper-I,Paper-II | |
| 13 | R140801000351 | DANISH SHABEER | Electrician | 2014 | 3 | Paper-I, Paper-II | |

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|---------------|------------------|-----------------------|---|------|---|---|------------|
| 263 | R200801001724 | KH JAVID AHMAD | Mechanic Diesel (NSQF) | 2020 | 1 | Workshop Calculation and Science | |
| 264 | R200801001732 | SUHAIL JAVID | Mechanic Diesel (NSQF) | 2020 | 1 | Trade Theory | |
| 265 | R200801001747 | JAVAID AHMAD DAR | Mechanic Diesel (NSQF) | 2020 | 1 | Workshop Calculation and Science | |
| 66 | R200801001749 | SHAIQ OWAIS | Mechanic Diesel (NSQF) | 2020 | 1 | Employability Skills, Workshop Calculation and Science | |
| 67 | R200801001771 | ZEESHAN NISAR | Sewing Technology (NSQF) | 2020 | 1 | Trade Theory,Employability Skills | |
| :68 | R200801002150 | FIZA MUSHTAQ | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory,Employability Skills | |
| :69 | R200801002151 | NAQEEBA | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory, Employability Skills | |
| 70 | R200801002158 | IQRA MANZOOR | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory,Employability Skills | |
| 171 | R200801002167 | MUSKAN FAROOQ | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory, Employability Skills | |
| .72 | R200801002259 | NUSRAT MAQBOOL | Computer Operator and Programming Assistant (NSQF) | 2020 | 1 | Trade Theory | |
| 73 | R200801002260 | AHRAZ IQBAL | Digital Photographer (NSQF) | 2020 | 1 | Employability Skills | |
| .74 | R200801005442 | RAHIL HUSSAIN GANAYEE | Mechanic Diesel (NSQF) | 2020 | 1 | Workshop Calculation and Science | |
| | | | Add Selected Add All | | | | |
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| ile of Terrie | ees For Payment | | | | | | |
| is of fram | lees for Fayment | | | | | | |

Step 5: After selecting the trainee, click on "Add selected" or "Add all" button.

Step 6: Select the trainee from "Details of the trainee in cart" and click on "Proceed to pay" button,

| | | | | | | GR01000001 G | iovt ITI Sri |
|-----------------------------|--|-----------------------|--|----------------------------|-----|------------------------------------|--------------|
| 267 | R200801001771 | ZEESHAN NISAR | Sewing Technology (NSQF) | 2020 | 1 | Trade Theory,Employability Skills | |
| 268 | R200801002150 | FIZA MUSHTAQ | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory,Employability Skills | |
| 269 | R200801002151 | NAQEEBA | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory, Employability Skills | |
| 270 | R200801002158 | IQRA MANZOOR | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory,Employability Skills | |
| 271 | R200801002167 | MUSKAN FAROOQ | Front Office Assistant (NSQF) | 2020 | 1 | Trade Theory, Employability Skills | |
| 272 | R200801002259 | NUSRAT MAQBOOL | Computer Operator and Programming Assistant (NSQF) | 2020 | 1 | Trade Theory | |
| 273 | R200801002260 | AHRAZ IQBAL | Digital Photographer (NSQF) | 2020 | 1 | Employability Skills | |
| 274 | R200801005442 | RAHIL HUSSAIN GANAYEE | Mechanic Diesel (NSOF) | 2020 | 1 | Workshop Calculation and | |
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New page will be open, where the exam fee details for selected trainee.

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| | | | | GR01000001 Govt ITI Srinagar |
| Exam Fee For Selec | cted Trainees | | | |
| ITI Code: | GR01000001 | | | |
| ITIName Name: | Govt Industrial Training Institute Srinagar | | | |
| Trainee Count: | 2 | | | |
| Total Amount: | 426₹ | | | |
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| Menu @ 2015 Minist | ry of Skill Development And Entrepreneurship, Government of India, H | elodesk: poutmis-mede@gov in Recommended browser: 1 | E 9 (Compatibility Mode) and above. Chron | me or Eirefox APP-AP |

Step 7: click on "Pay now" button, page will be redirected to NIMI fee payment page.

| | Pay CTS CBT - EXAM Fees |
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| TID : | 1666864503116 |
| Application Ref Id : | 2271 |
| Amount : | Rs. |
| Billing information : | 426 |
| Candidate Name : | Govt Industrial Training Institute Srinagar |
| Address : | |
| | Baghi Dilawar Khan |
| City : | |
| District : | SRINAGAR |
| | |
| City : | |
| District : | SRINAGAR |
| State : | JAMMU AND KASHMIR |
| PIN : | 190002 |
| Country : | India |
| Contact Mobile : | 9811968009 |
| Contact Email : | |
| Contact Email . | srishti.verma3@wipro.com |
| | Payment info & other messages will be sent to this email only |
| □I know this fees | s for participating in CTS CBT Exams 2022 and not refundable |
| | PayNow |
| You | u will be redirected to CCAvenue Payment Page |
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Step 8: click on the declaration and click on "Pay now" button, below page will be visible.







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| Billing Information | | | | ORDER DETAILS | | |
| Govt Industrial Training In | nstitute Srinagar | | | Order #: | 3 | 2271 |
| Baghi Dilawar Khan | | | | Order Amount Convenience Fee | 42 | 26.00 0.00 |
| 190002 | | SRINAGAR | | Tax(18.00%) | | 0.00 |
| JAMMU AND KASHMIR | | India | ~ | Total Amount | INR 426 | 5.00 |
| 9811968009 | | srishti.verma3@wipro.com | | | | |
| Notes (Optional) | | | | | | |
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| Notes (Online) | | | | | | |
| Notes (Optional) | | | | | | |
| Payment Information | | | | | | |
| | We Accept : | 💼 RuPay» VISA | | | | |
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Now user have different payment options like UPI, net banking, credit card /debit card and EMI or user can make payment with QR Code.

Step 9: Page will be redirected to CC avenue payment gateway, after successful payment below page will be shown.

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| ITI Pa | ayme | ent Det | ail | | | | | | | | | | |
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