

4

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 (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:**

**(i) Six months Trades: Session I: 2022 From 01.09.2022 to 16.12.2022**

S.no	Activity	Timelines (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 (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

11

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 NCVTMIS 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