

**File No. DGT-MIS011/1/2018-O/o DIR (TC)**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**

Employment Exchange Building IARI Campus,  
Near Pusa ITI , New Delhi ,  
Dated 3<sup>rd</sup> August, 2020

**To,**  
**The Secretary,**  
**(dealing with the Craftsmen Training Scheme in Industrial Training Institute)**

**Subject: Training schedule for the one-year Course (Session 2020-21) and a two-year Course (Session 2020-22) of the Craftsmen Training Scheme in Industrial Training Institute.**

Sirs/Madam,

1. I am directed to convey that the efforts are being made to resume theoretical and practical training under the Craftsmen Training Scheme in Industrial Training Institutes, through digital platform of Bharat Skill & various State Government e-tools for the next academic session for an one year Course (Session 2020-21) and a two year Course (Session 2020-22).
2. Further, most of the State education boards & CBSE has also declared results for class 10<sup>th</sup> onwards. The Ministry of Home Affairs, Government of India has also in its guidelines has permitted opening of training Institutes of Central and State Government as per the standard operating protocols of the Department of Personnel and Training, Government of India, as well as resumption of activities in industries etc, with respective local relaxations etc.
3. To maintain continuity of the training of ITI trainees, the States are advised to start admission process for training in an one year Course (Session 2020-21) and a two year Course (Session 2020-22) in the affiliated trades and ITIs. The training schedule for Session 2020-22 is as detailed below: -

| S.no | Activity                                                            | Timelines        |
|------|---------------------------------------------------------------------|------------------|
| 1    | Online registration and admission of trainees by State Directorates | From 05.08.2020  |
| 2    | Last date for Admissions (both Govt and Pvt ITIs)                   | Up to 11.09.2020 |
| 3    | Start of Academic Session 2020-22                                   | From 14.09.2020  |
| 4    | Data migration of each trainee with photo and verification by State | Up to 30.09.2020 |
| 5.   | NCVET report and information dissemination by NPIU                  | Up to 07.10.2020 |
| 5.   | Grievance registration & resolution by State & DGT                  | Up to 25.10.2020 |

4. 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 particular 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.

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

- ✓ To check ITI affiliation status (Active/Inactive) at [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)
- ✓ To be informed of rating/grading of ITI at [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)
- ✓ 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.

6. The States may take necessary steps for activating online admission system, for this purpose, the States may either have their own online IT tool or in the absence of IT tool in the State, they shall use IT tool of DGT for keying admitted student data and verification of the same. For the over all transparency and ease of admission for trainees, no offline data will be entertained by DGT.

7. 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.
8. All concerned are requested to adhere to guidelines issued by MHA and MoFHW with respect to COVID 19 and should be strictly followed seat matrix ITI and trade wise. The matrix is attached as a ready reference for facilitating admission process and can also be accessed from [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)

This issues with the approval of competent authority.



(Sunil Kumar Gupta )

Director

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Copy for Kind information & necessary action to :-

1. Sr PPS to DG, DGT, New Delhi
2. Sr PPS to DDG[I&II]



( Ravi Chilukoti )

Joint Director of Training

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