

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

New Delhi, dated 21st June, 2022

SOP: ITI Trainee Profile Verification Before Hall Ticket Generation

Objective: This page/ functionality is to give the ITI trainees an opportunity to verify/ raise corrections in their profile information including photograph before first time Hall Ticket generation


1. Trainee to access his/her profile information using the page “**Trainee Verification Before HT**” under the tab **Trainee**. NCVTMIS Portal Link https://ncvtmis.gov.in/Pages/Trainee/TraineeGrievanceAuthenticatec_BeforeHT.aspx
2. Enter Trainee Name and Registration No.
3. Existing Email ID and mobile No. will be displayed to continue
4. Enter the OTP received on Email ID/Mobile No. to continue
5. Trainee can update his email ID/mobile no. if both the existing email ID and Mobile No. are wrong/not accessible
6. Trainee profile will be displayed with existing data w.r.t. eight fields of his/her profile information (See Annexure for details)
7. Trainee has to select each and every field for its correctness or raise correction by selecting the Incorrect field, if required.
8. In case of correction required, type the correct value, select the document to be uploaded.
9. Upload the required document (s) as per the selection in step-8
10. Submit Profile/correction.

Process Flow is given in below table

| Sl. No. | No. of Fields Correction | Correction Raised By | Action By (Authority) | | |
|---------|-----------------------------|----------------------|-----------------------|-----------------------|-----------------------|
| | | | Trainee | ITI | RDSDE Concerned |
| 1 | All Correct | Trainee | No Action | No Action | No Action |
| 2 | Maximum 2 Fields Correction | Trainee | Approve/Reject | No Action | No Action |
| 3 | Maximum 4 Fields Correction | Trainee | Recommend/Reject | Approve/Reject | No Action |
| 4 | Maximum 8 Fields Correction | Trainee | Recommend/Reject | Recommend/Reject | Approve/Reject |

Note:

1. This is a one-time opportunity before first time Hall Ticket generation for all trades' trainees irrespective of duration.
2. It is mandatory for all the trainees to do the profile verification.
3. Trainee has to visit his/ her ITI with original (s) of the documents submitted/ uploaded physically within 7 days.
4. Profile data correction would be effective only after physical verification of documents by ITI.
5. Hall Ticket would be generated based on the verified/corrected data through this page.
6. If any trainee fails to do verification or the authority fails to act in stipulated time window, Hall Ticket would be generated based on the existing data in the portal.
7. Profile grievance would not be accepted after result processing/ marksheet/ certificate generation
8. **Last date for Trainee Profile Verification before HT is 30th June, 2022.**
9. **Last date for action by Approving Authority [ITI/RDSDE/NPIU (DGT HQ)] is 5th July, 2022**


Director (TT and IT)