

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

To,

- 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	1 st and 2 nd Year of 2-year Courses	Leftover and Supplementary trainees
2	2019	Six-month Courses, One-year Course, and	
3	2020	1 st and 2 nd Year of 2-year Courses	
4	2021		
5	2022	Six-month Courses, One-year Course, and 1 st year of 2-year Courses	Private Trainees
6	2022	2 nd Year of 2-year Courses	

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

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:

Sl. 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:

$$\text{CBT Fees (in Rs)} = 163 * \text{Number of CBT papers} + 50$$

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. RSDSEs 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	Day	Time of Commencement	ANNUAL EXAMINATION AND DUAL SYSTEM OF TRAINING (DST) EXAMINATION	
			Year	All Trades of One Year duration/Two Year duration
01.12.2023	Friday	10:00 AM	I	Engineering Drawing 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)
		02:30 PM	II	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	II	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.

The screenshot shows the 'Examiner Registration Form' on the Ministry of Skill Development And Entrepreneurship website. The page title is 'Examiner Registration Form' and the sub-header is 'Enter Details for Registration'. The form is divided into 'Personal Details' and includes the following fields:

- Name***: Text input field.
- Date of Birth***: Date picker (dd-mm-yyyy).
- Gender***: Dropdown menu.
- Father Name***: Text input field.
- Married Status**: Dropdown menu.
- Category***: Dropdown menu.
- Email ID***: Text input field with a 'Generate OTP' button. A note below says 'OTP send on this email address'.
- Mobile No***: Text input field with a 'Generate OTP' button. A note below says 'OTP send on this mobile number'.
- Existing Instructor?**: Checkbox.
- UID (Aadhar No.)**: Text input field.
- Photograph***: File upload button with instructions: 'Upload JPG/JPEG/GIF/PNG up to 200 KB with maximum size of 20 KB and dimensions that are atleast 3.5cm x 4.5cm(122 x 120 pixels)'.

At the bottom left, there is a copyright notice: '© 2020 Ministry of Skill Development And Entrepreneurship, Government of India.' The navigation bar includes links for Home, TTI, Trainers, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool.

The screenshot shows the 'Permanent Address' and 'Correspondence Address' sections of the registration form. The 'Photograph*' field is visible at the top with the same upload instructions as in the previous screenshot.

Permanent Address

- Address***: Text input field.
- State***: Dropdown menu.
- District***: Dropdown menu.
- Pincode***: Text input field.
- Contact No.**: Text input field.

Correspondence Address

- Same as Permanent Address
- Address***: Text input field.
- State***: Dropdown menu.
- District***: Dropdown menu.
- Pincode***: Text input field.
- Contact No.**: Text input field.

At the bottom of the form, there are 'Clear' and 'Next' buttons. The navigation bar is identical to the previous screenshot.

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

Ministry of Skill Development And Entrepreneurship

4A A A Terms & Conditions | Privacy Policy

Support Login My Help Logout

Home EIT Trainers Verification Instructors Examiners Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

Examiner Registration Form

Enter Details for Registration

Academic Qualification Details

Add Row | Delete Row

Note: Please upload JPG/JPEG/PDF attachments upto 2048 KB with maximum size of 10 KB and dimensions that are atleast 15cm x 15cm/500 x 500 pixels

Select	S. No.	Examination Passed	Trade	Year of Passing	School/Board/University Name	Subject	Grade	Percentage(%)	Attach Document
<input type="checkbox"/>	1	Class	Class	Class					Choose File No file chosen

Technical Qualification Details

Add Row | Delete Row

Note: Please upload JPG/JPEG/PDF attachments upto 2048 KB with maximum size of 10 KB and dimensions that are atleast 15cm x 15cm/500 x 500 pixels

Select	S. No.	Stream/Trade	Trade	Certificate No.	Year of Passing	Institute Name	Overall % of marks	Duration of Training (in Months)	Attach Document
Please click on 'Add Row' to add a row.									

Work Experience Details

Add Row | Delete Row

Note: Please upload JPG/JPEG/PDF attachments upto 2048 KB with maximum size of 10 KB and dimensions that are atleast 15cm x 15cm/500 x 500 pixels

Select	S. No.	Name of the Organization	Designation	From Date	To Date	Duration (in Months)	Attach Document
<input type="checkbox"/>	1						Choose File No file chosen

Previous Clear Next

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 preference and trade preference.

The screenshot shows a web form titled "Ministry of Skill Development And Entrepreneurship". The form includes the following fields and options:

- State:** A dropdown menu with options: YAPRI NADU, TELANGANA, THE DADR AND NAGAR HAVELI, TRIPURA, UTTAR PRADESH.
- District:** A dropdown menu with options: KARIMNAGAR, FATEHPUR, FEROZABAD, SAJJAM BRADRI NAGAR, GHAZIABAD.
- Trade Preference:** Three checkboxes labeled "Select as 1st Preference", "Select as 2nd Preference", and "Select as 3rd Preference".
- Trade:** A dropdown menu with options: DATA PAGE SYSTEM ASSISTANT, Data Base System Assistant (DBSA), Data Entry Operator (DEO), Data Entry Operator (DSOE), DATA PRODUCTION AND CONTROL SOFTWARE.
- Employment Type:** A dropdown menu with the option "Select".

Buttons for "Previous", "Submit", and "Clear" are located at the bottom of the form.

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NOTE: In Search Criteria all the fields are mandatory, Please fill all the Fields without miss otherwise it will show you error.

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

The screenshot shows the "Examiner Registration Form" page. A blue message box displays the following text:

Your Examiner registration form has been submitted successfully but registration is inactive.

An email has been sent to your registered email address [REDACTED]

your registered email id and mobile no are [REDACTED]

Please ensure that your email id and mobile number is operational and available for carrying out function related to exam.

At the bottom of the page, it says: © 2015 Ministry of Skill Development And Entrepreneurship, Government of India.

Examiner Approval and Mapping:

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

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



STEP – 3: - Login with Nodal ITI.



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



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



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.

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



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.



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



Click on “Map” link .

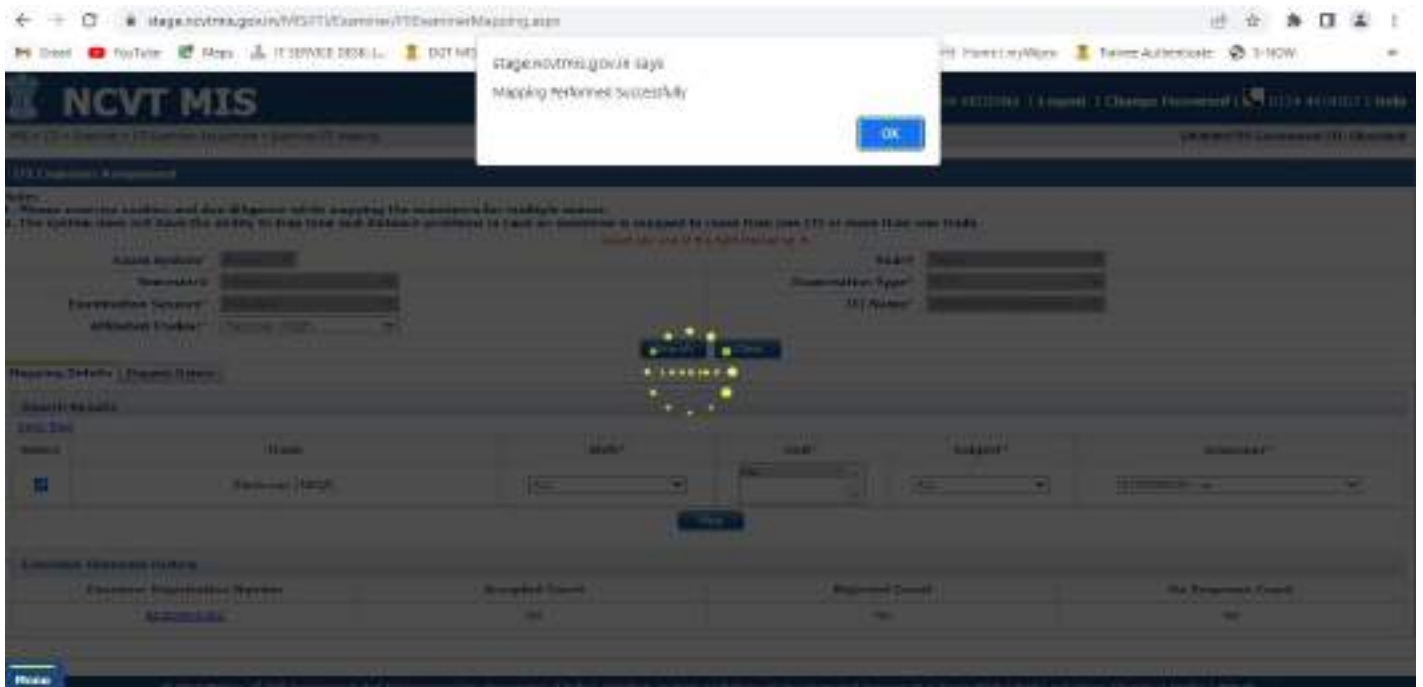
STEP-9:- Search the records to be mapped using following fields Exam System, Year/Semester, Examination Type, Examination Session, and ITI name and affiliated trade.



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



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.



After Mapping, Mapped details is shown below.

NCVT MIS | Welcome, RADHA KRISHNA | Logout | Change Password | 0124 440367 | Help

0124 440367 | 0124 440367 | 0124 440367

ITI Examiner Assignment

Note:
1. Please exercise caution and due diligence while mapping the candidates for multiple exams.
2. The system does not have the ability to map true and distance problems in case an examiner is mapped to more than one ITI or more than one trade.

Select any one of the field marked as *.

Exam System* Year*
 Semester* Examination Type*
 Examination Session* ITI Name*
 Affiliated Trades*

Mapping Details | **Mapping Details**

Assigned Records

Select	ITI Name	Trade	Shift	Dist	Subject	Examiner	Status
<input type="checkbox"/>	GR9001555 - Government ITI, Ghazalbad	Electrician (NSQF)	I	I	Trade Practical	E022900243 - AD	Pending for Acceptance
<input type="checkbox"/>	GR9001555 - Government ITI, Ghazalbad	Electrician (NSQF)	ALL	ALL	Trade Practical	E022900250 - Anshu	Accepted
<input type="checkbox"/>	GR9001555 - Government ITI, Ghazalbad	Electrician (NSQF)	ALL	ALL	ALL	E022900251 - ar	Pending for Acceptance

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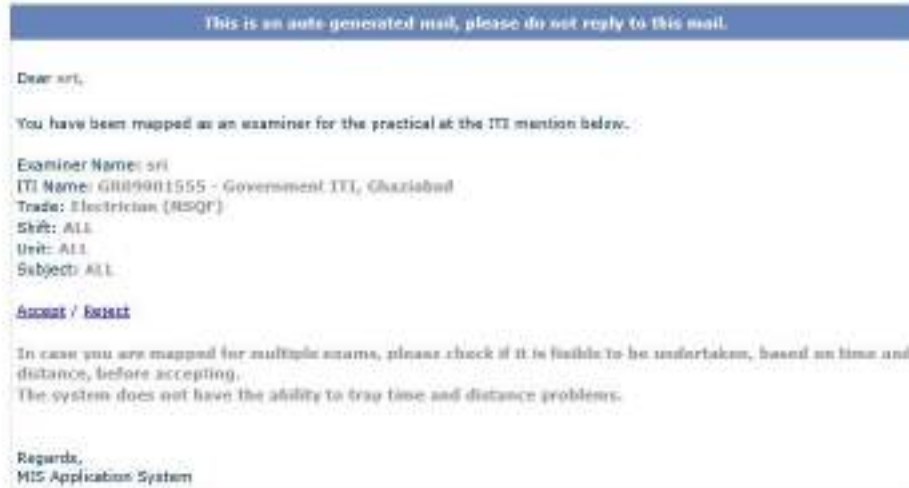
Ministry of Skill Development And Entrepreneurship | Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | **Mapping** | CTS | Help | [Feedback](#) | [Complaint Tool](#)

Support | Login | FAQ | Help | SiteMap

Your mapping rejected successfully.

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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.



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



NCVT MIS | Home, RADHA KRISHNA | Logout | Change Password | 0120 440267 | Help

ITI > ITI > Examinee > ITI Examinee Assignment > Examinee ITI Mapping

GR0901555 - Government ITI, Ghaziabad

ITI Examiner Assignment

Note:
1. Please exercise caution and due diligence while mapping the examinees for multiple exams.
2. The system does not have the ability to trap time and distance problems in case an examinee is mapped to more than one ITI or more than one trade.

Go to any one of the field marked as *

Exam System* [dropdown]
Semester* [dropdown]
Examination Session* [dropdown]
Mapped Trades* [dropdown]

Year* [dropdown]
Examination Type* [dropdown]
ITI Name* [dropdown]

[Search] [Clear]

Mapping Details | Mapped Details

Select	ITI Name	Trade	Shift	Unit	Subject	Examiner	Status
<input type="checkbox"/>	GR0901555 - Government ITI, Ghaziabad	Electrician (NSQF)	I	I	Trade Practical	E020902242 - Ad	Pending for Acceptance
<input type="checkbox"/>	GR0901555 - Government ITI, Ghaziabad	Electrician (NSQF)	ALL	ALL	Trade Practical	E020902250 - Jyoti	Accepted
<input type="checkbox"/>	GR0901555 - Government ITI, Ghaziabad	Electrician (NSQF)	ALL	ALL	ALL	E020902281 - su	Registered

[UnMap]

Home | © 2015 Ministry of Skill Development and Entrepreneurship, Government of India | Helpdesk: [ncvt@ncvt.gov.in](#) | Feedback: [ncvt@ncvt.gov.in](#) | Government of India | ITI (Compatibility: Mobile and Google Chrome or Firefox) | 800 44

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 Examinee Details - Google Chrome
 stage.ncvtmfg.gov.in/MS/ITD/Examinee/ViewExamineeDetails.aspx?langNo=100/WBSeBvfoUf215TEntz8Q%20DN3d

Personal Details

Name: sumit	Date of Birth: 22 Jul 1993
Gender: Male	Father Name: gaur
Martial Status: Married	Category: General
UID (Aadhaar No):	Enroll ID: [REDACTED]
Roll No: [REDACTED]	

Permanent Address

Address 1:	District: GHAZIABAD
State: UTTAR PRADESH	Pin Code:
Pin Code: 202756	Phase No:

Temporary Address

Address 2:	District: GHAZIABAD
State: UTTAR PRADESH	Pin Code:
Pin Code: 202715	Phase No:

Academic Qualification Details

S.No	Examination Passed	Trade	Year of Passing	School/Board/University Type	Subject	Grade	Percentage %	Attached Documents
1	12th		2012	High	All	A		Click to download

Technical Qualification Details

S.No	Stream/Trade	Trade	Certificate No	Year of Passing	Institute Name	Over all % of marks	Duration of Training (In Months)	Attached Documents
1	ITI	Electrician (MSQF)	6475	2017	Ign		24	Click to download

Work Experience Details

Location Preference				Trade Preference		
S.No	Preference Order	District Name		S.No	Preference Order	Trade Name
1	1st preference	GHAZIABAD		1	1st preference	Electrician (MSQF)
2	2nd preference			2	2nd preference	
3	3rd preference			3	3rd preference	

Module: Examiner Login and Marks Entry

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



STEP – 2: - Navigate to: Examiner >> Examiner Login



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



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



STEP – 5: - Choose any option either email id or mobile number where he/she wants to get OTP.

Ministry of Skill Development And Entrepreneurship

Home | ITI | Trades | Verification | Instructors | Examiners | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complete Test

Examiner Login Form

Choose option here to send OTP

xxxxxxxxxxx1@wipms.com

xxxxxxxxxxx79

Send OTP

Enter send OTP*

Verify

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CASE 1: For single shift and unit

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

Ministry of Skill Development And Entrepreneurship

Home | ITI | Trades | Verification | Instructors | Examiners | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complete Test

Examiner Mapped ITI

ITI Name	Trade	Shift	Unit	Subject	Examiner	Status	Action
GR09001555 - Government I.T.I. Ghazipur	Electrician (MSGF)	1	1	ACI	EK20900204 - testing	Accepted	Continue

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

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

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Exam System: [Dropdown] Exam Type: [Dropdown]
 Academic Session: [Dropdown] Year/Semester: [Dropdown]
 Examination Session: [Dropdown] ITI: [Dropdown]
 Trade Name: [Dropdown] Shift: [Dropdown]
 Unit: [Dropdown]

[Continue] [Back]

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.

Ministry of Skill Development And Entrepreneurship

Subject Name: Trade Practical Subject MaxMarks: 250 Total Students Count are: 14

Registration No.	Trainee Name	Attendance	Marks	Remarks
820081933267	ASHUT KIRTANA	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
820081933268	DEBAPRITA GHOSHPECK	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="50"/>	
820081933269	POVEL MITHA	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="20"/>	
820081933270	PRITAM GUIN	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
820081933271	AHRUDDHA TALUKDAR	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="50"/>	
820081933274	DEBALINA BANERJEE	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | Site Map

Home	ITI	Trainees	Verification	Instructor	Examiner	Calendar	Functionalities	Grading	CFE	Help	Dashboard	Complaint Tool
E200819058277		POORNODISH MALLICK	<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
E200819058280		HAZMUL HOQUE	<input type="radio"/> Absent	<input checked="" type="radio"/> Present	75							
E200819039281		PAPKA RAI	<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
E200819039283		RAHUL BISWAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
E200819039284		SHRIVA DAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present								
E200819039286		DURKHENDU BISWAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present								

Save Submit

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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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Support | Login | FAQ | Help | Site Map

Home | ITI | Trainees | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFE | Help | Dashboard | Complaint Tool

Examiner Verify By Passcode

Enter Your Passcode : Upload Marks Document :

Verify Cancel

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

The screenshot shows the Ministry of Skill Development and Entrepreneurship portal. The header includes the logo and the text 'Ministry of Skill Development And Entrepreneurship'. Below the header is a navigation menu with items: Home, ITI, Trainers, Verification, Instructor, Examiners, Calendar, Functionalities, Grading, ITI, Help, Dashboard, and Complaint Tool. The main content area is titled 'Examiner Mapped ITI Student List'. It contains two columns of dropdown menus for filtering: 'Exam System' (Annual), 'Academic Session' (Aug-2021), 'Examination Session' (AJ-2021), 'Trade Name' (Carpenter (WOP)), 'UNIT' (UPL), 'Exam Type' (Unit), 'Year/Semester' (Year 1), 'ITI' (All India ITI - Government I), and 'Shift' (Shift 1). Below the filters are 'Submitted' and 'Back' buttons. A green message box at the bottom right states 'Your password is verified and now student starts.' The footer contains the copyright notice: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.'

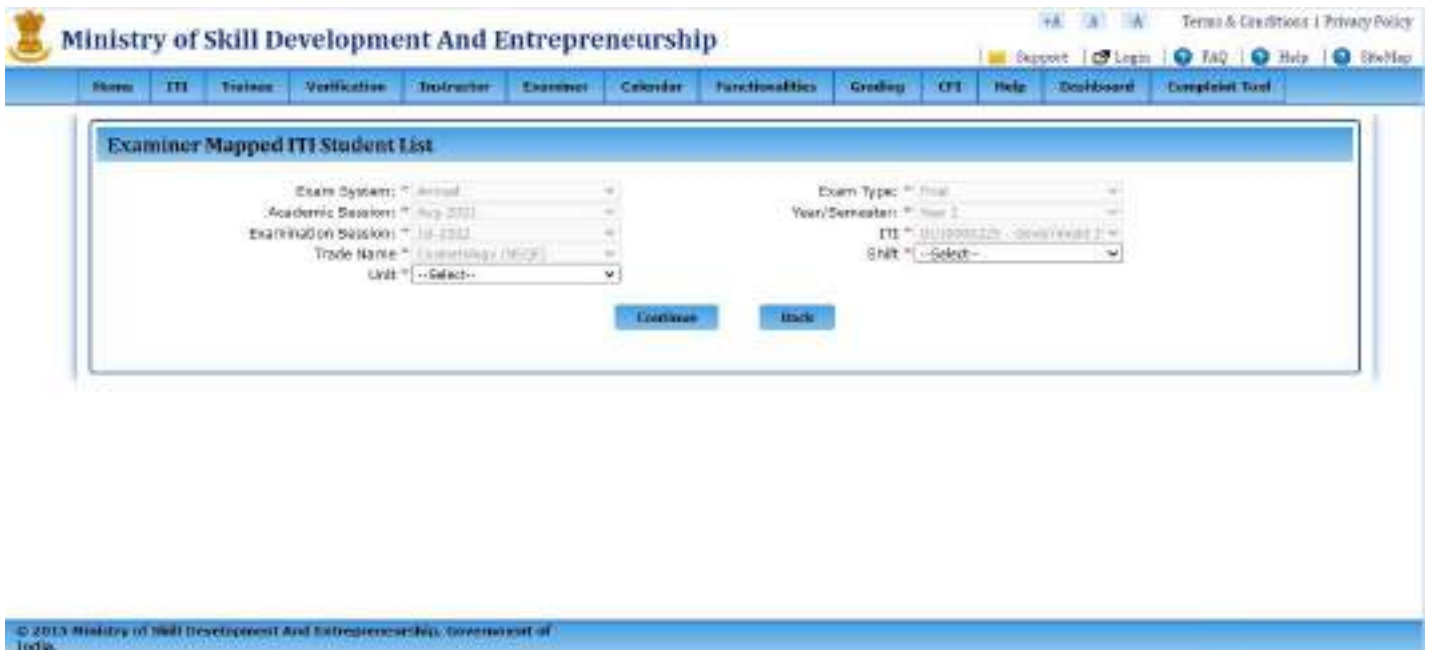
CASE 2: For ALL shift and unit

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

The screenshot shows the Ministry of Skill Development and Entrepreneurship portal. The header is identical to the previous screenshot. The main content area is titled 'Examiner Login Form'. It contains a single text input field labeled 'Examiner Id*' and a 'Login' button below it.



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



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.

Ministry of Skill Development And Entrepreneurship

Home | ITI | Trainee | Verification | Instructors | Examiners | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

E200819038277	POORNODISH MALLICK	<input checked="" type="radio"/> Absent	<input type="radio"/> Present		
E200819038280	HAZMUL HOQUE	<input type="radio"/> Absent	<input checked="" type="radio"/> Present	75	
E200819038281	PAPNA RAI	<input checked="" type="radio"/> Absent	<input type="radio"/> Present		
E200819038283	PARUL BISWAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present		
E200819038284	SHRVA DAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present		
E200819038286	DURKHENDU BISWAS	<input checked="" type="radio"/> Absent	<input type="radio"/> Present		

Save Submit

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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

Ministry of Skill Development And Entrepreneurship

Home | ITI | Trainee | Verification | Instructors | Examiners | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

Examiner Verify By Passcode

Enter Your Passcode : * upload Marks Document : *

Verify Cancel

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After submitting, “your passcode is verified and save students marks” Message will be shown.

Examiner Mapped ITI Student List

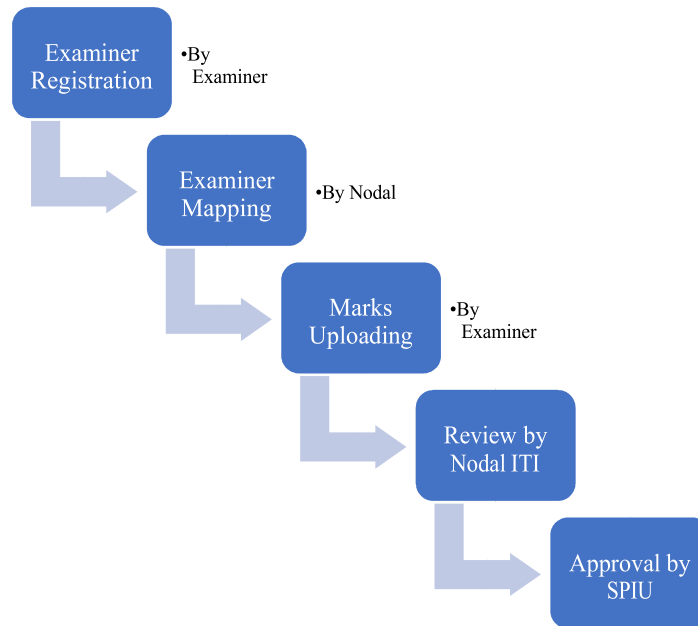
Exam System: <input type="text" value="Annual"/>	Exam Type: <input type="text" value="Final"/>
Academic Session: <input type="text" value="Apr-2021"/>	Year/Semester: <input type="text" value="Year 1"/>
Examination Session: <input type="text" value="AA-2022"/>	ITI: <input type="text" value="AUPH00211 - Government I"/>
Trade Name: <input type="text" value="Surveyor (WAO)"/>	Shift: <input type="text" value="Shift 1"/>
Unit: <input type="text" value="Unit 1"/>	

[Submitted](#)

[Back](#)

Your password is verified and save student marks.

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 Id 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 accept /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.

Annexure F

Bulk Fee Status – User Manual

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



Step 2: Login with ITI creator:



Step 3: Navigate to the below path:

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

Annexure F



On clicking Bulk fee payment, below page will be open.



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

The screenshot shows the "Find Bulk Existing Fee" page with search results. The table below displays the details of trainees for whom fees are due for submission.

S. No.	Registration No.	Trainee Name	Trade	Year	Year/Semester	Subjects	
1	104901000001	ANAND KUMAR	Computer Operator and Programming Assistant	2019	2	Page-1	<input type="checkbox"/>
2	104901000002	DEEPA DEVI	Computer Operator and Programming Assistant	2019	2	Page-1	<input type="checkbox"/>
3	104901000003	INDUJITHA S	Computer Operator and Programming Assistant	2019	2	Page-1	<input type="checkbox"/>
4	104901000004	REVA RANI	Electronics Hardware	2014	3	Page-1, Page-2	<input type="checkbox"/>
5	104901000005	REVA RANI	Electronics Hardware	2014	4	Page-1, Page-2	<input type="checkbox"/>
6	104901000006	SHREYAS	Electronics Hardware	2014	2	Page-1	<input type="checkbox"/>
7	104901000007	SHREYAS	Electronics Hardware	2014	3	Page-1, Page-2	<input type="checkbox"/>
8	104901000008	SHREYAS	Electronics Hardware	2014	4	Page-1, Page-2	<input type="checkbox"/>
9	104901000009	SHREYAS	Electronics Hardware	2014	5	Page-1	<input type="checkbox"/>
10	104901000010	SHREYAS	Electronics Hardware	2014	6	Page-1, Page-2	<input type="checkbox"/>
11	104901000011	SHREYAS	Electronics Hardware	2014	7	Page-1	<input type="checkbox"/>
12	104901000012	SHREYAS	Electronics Hardware	2014	8	Page-1, Page-2	<input type="checkbox"/>
13	104901000013	SHREYAS	Electronics Hardware	2014	9	Page-1, Page-2	<input type="checkbox"/>
14	104901000014	SHREYAS	Electronics Hardware	2014	10	Page-1, Page-2	<input type="checkbox"/>

Annexure F

The screenshot shows the NCVT MIS interface with a table of trainees. The table has columns for S. No., Registration No., Trainee Name, Trade, Year, and Month. Below the table are buttons for 'Add Selected' and 'Add All'.

S. No.	Registration No.	Trainee Name	Trade	Year	Month
261	020001000712	ANUJ KUMAR	Web Design (DIPLOMA)	2020	3
264	020001000711	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
265	020001000717	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
266	020001000718	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
267	020001000711	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
268	020001000719	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
269	020001000720	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
270	020001000721	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
271	020001000722	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
272	020001000723	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
273	020001000724	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
274	020001000725	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3

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,

The screenshot shows the 'Details of Trainees For Payment' section. It contains a table with columns for S. No., Registration No., Trainee Name, Trade, Year, and Month. Below the table is a 'Proceed to Pay' button.

S. No.	Registration No.	Trainee Name	Trade	Year	Month
1	020001000711	SHRUTI KUMAR	Web Design (DIPLOMA)	2020	3
2	020001000712	ANUJ KUMAR	Web Design (DIPLOMA)	2020	3

New page will be open, where the exam fee details for selected trainee.

The screenshot shows the 'Exam Fee For Selected Trainees' page. It displays the following details:

- FFI Code: 0000000000
- FFI Name: 0000000000
- Trainee Name: 0000000000
- Trade Name: 0000000000
- S. No.: 0000000000

Below the details are buttons for 'Go Back' and 'Proceed'.

Annexure F

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

Pay CTS CBT - EXAM Fees
CTS CBT fee required before you are allowed to Pay

TID: 100004000118
Application Ref Id: 2021
Amount: Rs 428

Billing information :
Candidate Name: Goutamendra Thangaj Swamy Srinagar
Address: Baga Srinagar
City:
District: SRINAGAR

City:
District: SRINAGAR
State: JAMMUL AND KASHMIR
PIN: 190001
Country: INDIA
Contact Mobile: 9819000000
Contact Email: srinagarwms@wipro.com
Payment info & other messages will be sent to this email only

I know this fees for participating in CTS CBT Exams 2022 and not refundable

[PayNow](#)

You will be redirected to CC Avenue Payment Page

Step 8: click on the declaration and click on “Pay now” button, below page will be visible.

Annexure F



English ▼

Billing information

Govt Industrial Training Institute (GITI) Bapat

Baghi Dwaraj Khan

130002 SRINAGAR

JAMMU AND KASHMIR India

8011956000 sniti.vermani@wipro.com

Notes (Optional)

ORDER DETAILS

Order #:	2271
Order Amount:	425.00
Convenience Fee:	0.00
Tax (16.80%):	0.00
Total Amount:	INR 425.00

Payment information

Credit Card *

Debit Cards *

Net Banking *

Cash Card *

UPI *

EMI Option *

Payment information

We Accept:

Card Number

Expiry Date CVV

Month Year CVV

I agree with the [Privacy Policy](#) by processing with this payment.

INR 425.00 (Total Amount Payable)

[Make Payment](#) [Cancel](#)

Powered by

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.

Annexure F

The screenshot displays the Ministry of Skill Development and Entrepreneurship website. The header includes the ministry's name and a navigation menu with items like Home, ITI, Training, Verification, Instructor, Finance, Calendar, Feedback, Coaching, IIS, Help, Dashboard, and Complaints. The main content area is titled "ITI Payment Detail" and contains a table with the following information:

Transaction No	Amount	Status	Payment
111079119160	1.20		

Below the table is a blue button labeled "OK". At the bottom of the page, there is a copyright notice: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India."