

**No. MSDE- 18011/06/Sem-July/2016-TTC
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING**

**Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 15th July, 2016**

To

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Principal, NVTI-Noida and RVTIs-Mumbai, Bangalore, Trivandrum, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur, Vadodara, Shimla, Mohali, Agartala, Trichy and Patna.

Subject: Generation of Hall Ticket for AITT under CTS (Semester System) to be held in July/August, 2016 - Regarding.

Sir/Madam,

As you are aware that the AITT under CTS (Semester system) is scheduled to be commence from **20th July, 2016**. In this connection, it is informed that Hall tickets will be generated by State Directorate through NCVT MIS portal. The functionality for uploading centre mapping in NCVT MIS Portal by State Directorate/UT/CFI is provided to all SPIU approver login account. SPIU, which have ITIs as self-centre are also required to upload self-centre mapping in this functionality. Please follow the following step wise instructions for Hall Tickets generation:-

- i.) **Create Non ITI Exam Center, if not exist (SPIU):-**
 - Go to SPIU > Assign Exam Center > Create Non ITI Exam Center
 - Search Existing Non ITI Exam Center.
 - Create New if required.
 - Edit existing if required.
- ii.) **Upload Exam Center Mapping (SPIU):-**
 - Go to SPIU > Assign Exam Center > Upload Center Mapping.
 - Download and Review Existing Mapping.
 - Upload New Mapping.
 - Download to check missing Mapping.
 - Upload missing Mapping if any.

(Note:- Once hall ticket has been generated for an ITI, you will not be allowed to change exam centre mapping for that ITI).

iii.) **Generate Hall Ticket (SPIU):-**

NOTE:-

Before generating hall ticket for any ITI, Ensure that Sessional marks, Exam fee and Attendance data for regular as well as Ex-candidates is complete.

- Go to SPIU> Academic> Generating Hall Ticket> Create.
- Select required parameters and click generate.

Once hall ticket is generating, it will be processed overnight and will be available for printing next day.

iv.) **Print Hall Ticket (ITI):-**

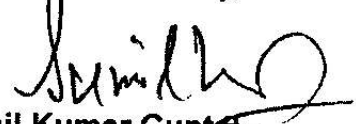
- Go to ITI > Examination Management > Print Hall Ticket > Print.
- Enter Search Criteria and Print.
- If Hall Ticket is not generated.
- Refer Hall Ticket Eligibility report Central MIS > ITI Reports > Hall Ticket Eligibility.

The NCVT MIS Portal is also open for uploading of sessional marks (Q1 & Q2) for **Sem-IV** of session **August, 2014** and for **Sem-II** of session **August, 2015** and process of hall tickets generation is running from **10.07.2016** onwards.

In view of above, you are requested to kindly ensure & adhere strictly with time so that the NCVT MIS Portal generated hall tickets are available to all trainees well before commencement of exam.

For any help in this regard, kindly contact to **Shri K. Singh, Deputy Director, T.T.Cell, DGT** on e-mail Id **kritanand.s@nic.in**.

Yours faithfully,



(Sunil Kumar Gupta)
Director (TTC)