

INSTRUCTIONS FOR TRAINEE DATA UPDATION BY ITI's

(NCVTMIS.GOV.IN)

Trainee data upload exercise (phase-1) undertaken by DGET with involvement of States during Feb 15, successfully achieved data upload of over 9.5+ lac candidates of Aug 14 session. Examination Hall Tickets for these trainees have also been generated through the NCVT MIS system for the semester-1 exams currently underway. As part of the process, ITI affiliation data records were also captured for both Govt and Pvt ITI's.

Due to mammoth scale, limited data fields for each trainee record were captured during the Phase-1 exercise, sufficing the need of hall ticket generation. Going forward, there is an impending requirement and urgency to capture data for additional fields, which will be needed for “**mark-sheet**” and subsequently “**certificate**” generation. **This exercise is to be undertaken through ITI's.**

During the current phase (phase-2) of data capture exercise, ITIs are required to enter the data for the trainees already uploaded in the system during the phase 1 with following trainee data fields as “Mandatory” for data entry :-

- (i) Date of Birth of trainee
- (ii) Gender of trainee
- (iii) Trainee's Mother's name
- (iv) Trainee's Minority Category
- (v) Sessional Marks (Quarter 1 and Quarter 2)

Note - States/ITI's are advised to capture **Aadhar/UID number** of the trainees, in addition to the above fields. Provision for capturing the Aadhar/UID for trainees is available under the same data entry screen as part of the process.

It is to be noted that ITI's will neither be able to add/delete any trainee nor be able to alter the data fields captured during the earlier phase. In case any amendment is required to the existing trainee data, consolidated request be forwarded by ITI's to DGET through State directorate.

For the purpose of structured and controlled roll-out, the States have been divided in 3 groups (Annexure 'A'). For entering the data, ITIs of each state will have independent access to the system, as per the dates mentioned against each group. **The Phase 2 Data capture activity will be controlled and monitored by respective States Directorates.** State directorates are to ensure that the activity is completed within the allocated time. The entire process is structured as below :-

- (a) State's & respective ITI's divided in 3 groups
- (b) Access to the system for each group, as follows :-

S No	Group	Data upload slots (access for ITI's will be available only during these slots)
01	Group 1	09-16 Mar 15

02	Group 2	17-24 Mar 15
03	Group 3	25 – 31 Mar 15

(c) Application can be accessed on following link :

<http://www.ncvtmis.gov.in>

(d) Login ID's & Password for all ITI's have been created, as follows :-

- (i) <ITI Code>_C for creator {Eg : GR1000010_C}
- (ii) <ITI Code>_A for approver {Eg : GR1000010_A}
- (iii) Default password for all accounts have been set to wipro@123 {to be changed on first login}

(e) ITI's to login using the ID & pwd provided and follow the steps provided in the user manual (attached) for completing the data entry.

(f) In case additional login ID's are required, request can be forwarded to DGET.

Central helpdesk has been made operational to support ITI's. Helpdesk can be reached at :-

e-mail : support.dget@wipro.com

Phone : 0120-4405610

States are requested to roll-out the process to respective ITI's. States falling under group 2 & 3 are requested to direct ITI's to use the lead time available to prepare required data and keep it ready for upload, to speed up the process.

Further, States are requested to update DGET on the progress achieved at the end of 4th day & 8th day, of the specified date slots :

S/N	Name of State	Total Number Govt ITI's	Total Number of Pvt ITI's	ITIs Completed Data Entry	
				Govt	Pvt