

# USER MANUAL

## ITI TRAINEE VERIFICATION

STEP- 1 :- Open NCVT site using the URL, [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)

The screenshot shows the homepage of the Ministry of Skill Development and Entrepreneurship. The header includes the ministry's name, contact information (Support: 0120 4405016/17/18/19/20/21), and navigation links (Login, FAQ, Help, SiteMap). A blue navigation bar contains links for Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, and Log Complaint. The main content area features a welcome message, a central image of a classroom, and portraits of Shri Narendra Modi (Prime Minister), Shri Dharmendra Pradhan (Minister of SDE), and Shri Anant Kumar Hegde (MoS for SDE). A text block describes the National Council for Vocational Training (NCVT) and the portal's purpose. The footer contains copyright information (© 2015 Ministry of Skill Development and Entrepreneurship, Government of India), server details, and hit statistics (Total Hits: 3,322,411 | Yearly Hits: 6,187 | Monthly Hits: 280,183).

STEP- 2 :- Go to Trainee Profile Page under Trainee Menu.

The screenshot shows the Trainee Profile page on the NCVT Management Information System. The header and navigation bar are identical to the previous page. The main content area features a welcome message, a central image of students working in a workshop, and portraits of Shri Narendra Modi (Prime Minister), Shri Dharmendra Pradhan (Minister of SDE), and Shri Anant Kumar Hegde (MoS for SDE). A text block describes the National Council for Vocational Training (NCVT) and the portal's purpose. The footer contains copyright information (© 2015 Ministry of Skill Development and Entrepreneurship, Government of India), server details, and hit statistics (Total Hits: 3,322,411 | Yearly Hits: 6,187 | Monthly Hits: 280,183).

**STEP- 3:-** Enter the Trainee Details to Authenticate the Trainee.

- Registration No.
- Father/Guardian Name
- Date Of Birth
- Enter Image text

**STEP- 4** Click the Remember Me checkbox

**STEP- 5** Click on **Submit** Button.

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### Enter Details to view Trainee Profile

Registration No. *	<input type="text"/>
Father/Guardian Name*	<input type="text"/>
Date of Birth*	<input type="text"/> dd-mmm-yyyy
Enter image text*	<input type="text"/>  <a href="#">Refresh</a>
Remember Me	<input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Enter Image Text.  
Last Updated: 15th April 2016 | Server: MISWEB-STAGE | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 3,322,412 | Yearly Hits : 6,188 | Monthly Hits : 280,184

STEP- 6 :- Click on **Verify Trainee** hyperlink.

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### My Profile- ALKA

[Close Session](#) | [Verify Trainee](#)

Trainee Profile			
Session	August-2018	Admission Date	14-Aug-2018
UID No	856985217459	Trainee Name	ALKA
Date Of Birth	01-Jun-1999	Gender	Female
Category	General	Horizontal Category	General
Minority	NA	State Registration No.	
Father/Guardian Name	SH. RAM DAS	Mother Name	MRS. RADHIKA DAS
Mobile No.		Email ID	
Highest Qualification	PGDBA	Is Trainee Dual Mode	No



Trainee Institute Detail			
ITI Name	PR10000427-jai Baba Baidyanath ITC	Application Form No	60004999999
Trade Allocated	Electrician	Trainee Type	Regular
Shift	Shift 1	Unit	Unit 1
Admission Given In Category	General	Remarks/Additional Information	

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Eligibility for Appearing in Exam  
Total Hits : 3,322,412 | Yearly Hits : 6,188 | Monthly Hits : 280,184

**STEP-7 :-** Check the following Trainee Details :-

- Trainee Name
- Date Of Birth
- Father's Name
- Mother's Name

**NOTE:-**

Update the above details only when any modification is required.

**STEP-8 :-** Enter the valid **Mobile Number** and **Email ID** of Trainee.

**NOTE:-**

- a) Verify the Mobile Number and Email ID before submission
- b) A mobile Number and an Email ID can be used to verify only a single Trainee.

**STEP- 9 :-** Click the Formal Declaration checkbox.

**STEP- 10:-** Click the Submit button.

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### Trainee Verification

This information will be used for all future official communication to/from DGT, it will not effect your existing profile (Correct Mobile and Email is mandatory)

Trainee Name \* ALKA

Date of Birth \* 01-Jun-1999 dd-mm-yyyy  
Minimum age should be 14 years.

Father's Name \* SH. RAM DAS

Mothers's Name \* MRS. RADHIKA DAS

Mobile Number: \*

Email ID: \*

Formal Declaration - I / We acknowledge the information provided is correct.

Submit

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Last Updated: 15th April 2016 | Server: MISWEB-STAGE | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox.

Total Hits : 3,322,412 | Yearly Hits : 6,198 | Monthly Hits : 280,184

Enter Your Name

### Trainee Verification

This information will be used for all future official communication to/from DGT, it will not effect your existing profile (Correct Mobile and Email is mandatory)

You can Re Send the OTP maximum of 3 times

Enter OTP for 9599489380 \*  Re Send OTP

OTP received on Mobile Number

Enter OTP for anurag.verma1@wipro.com \*  Re Send OTP

OTP received on Email ID

Back

Submit

"Record Saved Successfully" message will get populated.

### Trainee Verification

This information will be used for all future official communication to/from DGT, it will not effect your existing profile (Correct Mobile and Email is mandatory)

Recorded Saved Successfully

**NOTE:-**

**RESEND**

In case you have not receive OTP within 2- 3 minutes. Click on **Resend OTP** link. Resend OTP link takes 30 seconds to get activate after the first OTP sent by the system. Resend functionality can be used only three times.

**Edit Mobile Number or Email ID**

- a) Click on Back Button.
- b) Change the Mobile Number / Email ID and Click on Submit Button.