

**File No. DGT-12/1/2020-TC**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

Employment Exchange Building  
Pusa campus, New Delhi-110012  
Dt 25<sup>nd</sup> June 2021

To

All Additional Chief Secretaries of State/UT  
(Dealing with Craftsman Training Scheme)

**Subject: Training schedule for the Six Moths course (Session 2021) one-year Course (Session 2021-22) and a two-year Course (Session 2021-23) of the Craftsmen Training Scheme in Industrial Training Institutes (ITIs).**

Sirs/Madam,

1. Most of the State/UT education boards & CBSE has also declared results/promoted the students for class 10<sup>th</sup> onwards.
2. To maintain continuity of the training of ITI trainees, the States are advised to start admission process for training in one year Course (Session 2021-22) and a two year Course (Session 2021-23) in the affiliated trades and ITIs. The training schedule for Session 2021-23 is as detailed below for one year and Two-year courses: -

S.no	Activity	Timelines
1	Online registration and admission of trainees by State/UT Directorates	From 01.07.2021
2	Last date for Admissions (both Govt and Pvt ITIs)	Up to 14.08.2021
3	Start of Academic Session 2021-23: Orientation and Introduction of Trainees for Blended and online learning, Machinery, Workshops and <b>COVID</b> protocols (once/twice a week in staggered batches)	From 01.09.2021
4	Start of Academic Session with Regular Classes	<b>01.10.2021</b>
5	End of Training Session 2021-22 (1600 training hours/40 weeks)	<b>09.07.2022</b>
6	Data migration of each trainee with photo and verification by State	Up to 31.10.2021
7	Trainee Verification, Photo upload and Trainee approval	Up to 30.11.2021
8	NCVET report and information dissemination by NPIU	Up to 07.12.2021
9	Grievance registration & resolution by State & DGT	Up to 15.12.2021



3. The training schedule for Session 2021-22 is as detailed below for six months courses: -

S.no	Activity	Timelines
	<b>For Six months Session (800 training hours) from 01.10.2021 to 17.02.2022</b>	
1	Online registration and admission of trainees by State/UT Directorates	From 01.07.2021
2	Last date for Admissions (both Govt and Pvt ITIs)	Up to 14.08.2021
3	Start of Academic Session 2021-23: Orientation and Introduction of Trainees for Blended and online learning, Machinery, Workshops and <b>COVID</b> protocols (once/twice a week in staggered batches)	From 01.09.2021
4	Start of Academic Session with Regular Classes	<b>01.10.2021</b>
5	End of Training Session 2021 (800 training hours/20 weeks)	<b>17.02.2022</b>
6	Data migration of each trainee with photo and verification by State	Up to 31.10.2021
7	Trainee Verification, Photo upload and Trainee approval	Up to 30.11.2021
8	NCVET report and information dissemination by NPIU	Up to 07.12.2021
9	Grievance registration & resolution by State & DGT	Up to 15.12.2021
	<b>For Six months Session (800 training hours) from 21.02.2022 to 09.07.2022</b>	
1	Online registration and admission of trainees by State/UT Directorates	From 01.01.2022
2	Last date for Admissions (both Govt and Pvt ITIs)	Up to 15.02.2022
3	Start of Academic Session 2021 February 2022 - July 2022)	<b>From 21.02.2022</b>
4	End of Training Session 2021 (800 training hours/20 weeks)	<b>09.07.2022</b>
5	Data migration of each trainee with photo and verification by State	Up to 15.02.2022
6	Trainee Verification, Photo upload and Trainee approval	Up to 15.04.2022
7	NCVET report and information dissemination by NPIU	Up to 30.04.2022
8	Grievance registration & resolution by State & DGT	Up to 15.05.2022

4. All State/UTs shall plan for online classes of Bharat Skill platform along with onsite campus for students admitted for Session 2021 till 16<sup>th</sup> October, 2021 (as per DGT letter dt.3<sup>rd</sup> February,2021, end of training session 2020-21 is 16.10.2021) while maintaining the COVID protocols.
5. All State Directorates are required to have their own "Online admission" portal, only online admission portal data from States will be accepted to migrate to NCVTMIS through API link. Single portal shall be used for admissions of both Govt. and Pvt. ITIs. The States/UTs not having online Admission Portal, may use the services of NIMI Portal for the same on nominal process fee basis.
6. Only affiliated ITIs in affiliated trades/units as on 1st July, 2021 will be eligible to take admissions for Session 2021-23 (ITI status can be checked on [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)).





7. **State Directorates to ensure to allow admission in Affiliated ITIs (Active ITIs) in affiliated Trades/Units. States/UTs shall see and match un-affiliated units and shall strictly maintain NO admission in those units (ITI trade & unit status can be checked at <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1363> ).**
8. **Admission in ITIs may be allowed only 50% of affiliated units in case of two-year courses, so that ITIs can take admission every year.**
9. **De-affiliated, Inactive ITIs, Trades/Units in which Zero admissions in last two consecutive years shall not be allowed to take admissions unless affiliated (ITI status and list of ITIs in which zero admission in two consecutive years can be checked at <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1364> ).**
10. **Students with unique mobile number and email id shall only be admitted and no change in mobile number and Email ID allowed till students receive NTC.**
11. **Once student data approved by ITI, change in student data viz. name, father name, mother name, DoB, Shift/Unit correction etc shall not be allowed.**
12. **State/UT Directors shall promote women candidates to take admissions in ITIs to increase their participation in ITI admissions.**
13. **For increasing the productivity and efficiency of the industry, availability of skilled manpower is a prerequisite, towards this it is important to attract the most interested and keen talent for particular job role and train them accordingly. The States are advised to take proactive steps for addressing information asymmetry in filling available trade/s seats through various measures such as the following: -**
  - ✓ Advertise through local media, hoardings at prominent places, posters, and banner at secondary schools about the available training options available in each district.
  - ✓ Encourage District education officer and principles of secondary schools to approach the students and parents for encouraging them seeking admission in ITIs
  - ✓ Provide appropriate counselling and guidance to the drop outs as well as prospective trainees about the career prospects after ITI training.
  - ✓ Coordinate with gram panchayats and local bodies for running a mobilisation campaign for admission.
  - ✓ Publicise through local channels, radios, print media and brochures.
  - ✓ District Skilling Committees may also be involved to take measures on broadening the prospective of ITIs in their districts.
14. **The States are also advised to counsel and inform all admission seeking prospective trainees, parents and institutes of the following: -**
  - ✓ To check ITI affiliation status (Active/Inactive) at [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)



- ✓ To be informed of rating/grading of ITI at <https://www.ncvtmis.gov.in/> as uploaded on the NCVTMIS Portal for 2<sup>nd</sup> Phase of grading
  - ✓ To provide unique mobile number and e-mail address and to maintain it till they complete the course and receive the certificate, as change is not permitted later.
  - ✓ To verify the trainee data before uploading and verifying.
15. The State government is requested to sensitise the Directorate for the admission process and take necessary steps for ensuring data veracity of admitted students. In this regard, they may also be cautioned that neither change request nor extension will be admissible. Towards, this a declaration by SPIU and ITI may also be obtained before uploading or migration of data.
16. All concerned are requested to adhere to guidelines issued by MHA and MoFHW with respect to COVID 19 and should be strictly follow seat matrix ITI and trade wise available at <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1363> . The matrix is attached as a ready reference for facilitating admission process and can also be accessed from <https://ncvtmis.gov.in/Pages/FileDownload.aspx?fileId=1363> .

This issues with the approval of competent authority.

  
(Sunil Kumar Gupta )  
Director

Copy for Kind information & necessary action to :-

1. Sr PPS to DG, DGT, New Delhi
2. Sr PPS to DDG, DGT, New Delhi
3. All State/UT Directors (dealing with CTS Scheme)
4. All RDSDEs
5. Executive Director, NIMI Chennai
6. Assistant Manager (IT) NIMI Chennai
7. Project Manager, Wipro Ltd, Greater Noida

  
( Ravi Chilukoti )  
Joint Director of Training