

**File No. DGT-MIS011/1/2018-O/o DIR (TC)**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**

Employment Exchange Building IARI Campus,  
Near Pusa ITI , New Delhi ,  
Dated 27<sup>th</sup> October, 2020

**To,**  
**The all Additional Chief Secretaries**  
**(dealing with Craftsman Training Scheme in Industrial Training Institutes)**

**Subject: Extension of admission closing date for one-year courses (Session 2020-21) and two-year courses (Session 2020-22) of the Craftsman Training Scheme in Industrial Training Institutes.**

Sir/Madam,

1. Kind attention is invited to this Directorate letter dt. 29<sup>th</sup> September, 2020 conveying the training schedule for one-year courses (Session 2020-21) and two-year courses (Session 2020-22) of the Craftsman Training Scheme in Industrial Training Institutes, in which last date for admission was mentioned as 23.10.2020. Keeping in view of prevailing COVID-19 situation and requests from various states for extension of admission closing date beyond **20.11.2020**.

2. As reported by many States, still seats are lying vacant in Government as well as Private ITIs, for optimal utilization of infrastructure in ITIs and also keeping in view of importance of skill training to youth in India, the closing date for admission in ITIs (Government & Private) is extended till **20.11.2020**. Revised training schedule for the Session 2020-22 is as detailed bellow: -

| Sl.No | Activity  | Timeline                         |
|-------|---|----------------------------------|
| 1     | Online registration and admission of trainees by State Directorates   | From 05.08.2020                  |
| 2     | Last date for admission (both Govt. & Pvt ITIs)   | 20.11.2020                       |
| 3     | Start of academic Session 2020-22   | From 23.11.2020                  |
| 4     | End of Training Session 2020-21   | 30.08.2021 (including Saturdays) |
| 5     | Data migration on <a href="http://www.ncvtmis.gov.in">www.ncvtmis.gov.in</a> of each trainee with photo and verification by State | Up to 12.12.2020                 |
| 6     | NCVET report and information dissemination by NPIU  | Up to 19.12.2020                 |
| 7     | Grievance registration & resolution by State & DGT  | Up to 26.12.2020                 |

3. 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 Principals of secondary schools to approach the students and parents for encouraging them seeking admission in ITIs

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- ✓ 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.
4. 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 [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)
  - ✓ 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.
5. The States may take necessary steps for activating online admission system, for this purpose, the States may either have their own online IT tool or in the absence of IT tool in the State, they shall use IT tool of DGT for keying admitted student data and verification of the same. For the overall transparency and ease of admission for trainees, no offline data will be entertained by DGT.
6. 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.
7. All concerned are requested to adhere to guidelines issued by MHA and MoFHW with respect to COVID 19 and should be strictly followed seat matrix ITI and trade wise. The matrix is attached as a ready reference for facilitating admission process and can also be accessed from [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)
8. It is the responsibility of ITI and State Government to complete course syllabus before 30.08.2021 by conducting extra classes on weekends.

This issues with the approval of competent authority.



(Sandhya Salwan )  
Deputy Director General

Copy for Kind information & necessary action to :-

1. Sr PPS to DG, DGT, New Delhi
2. Sr PPS to DDG[I&II]