Government of India
Ministry of Labour and Employment
Directorate General of Employment & Training
Shram Shakti Bhawan, Rafi Marg
New Delhi-110001

Notice To Private ITIs For February 2015 Semester Examination

NCVT MIS PORTAL

Management of Private Industrial Training Institutes (ITIs) are hereby informed that DGE&T has developed a Web based MIS Portal for NCVT affiliated courses which is operational and accessible at www.ncvtmis.gov.in.

It is also informed that NCVT MIS Portal will generate Hall Tickets for semester examination to be held in February 2015 for those trainees (admitted from August 2014 Session) whose details are uploaded in the website. The remaining trainees would not be permitted to appear in the **FEBRUARY 2015 SEMESTER** examination.

 The details of all ITIs (Profile and Affiliation) along with Trainee data (admitted from August 2014 Session) is to be compiled by respective ITI, verified by respective State Directorate and thereafter uploaded on the NCVT MIS Portal as per the procedure listed in Annexure attached.

The discrepancies, if any, may be brought to the notice of concerned State Directorate.

Dy. Director General (Training)
Member Secretary, NCVT

Guidelines for Verification & Uploading of ITI, Trainee & Instructor Data on NCVT MIS Portal

1. Once ITI (Profile and Affiliation) data is received by DGE&T from State Directorate, it will be uploaded by DGE&T in **Staging System*** of MIS Portal which can be verified by State Directorate / Pvt. ITIs using the url: http://164.100.128.233/pages/home.aspx (click the menu ITI on this page and thereafter click submenu ITI count to locate your State, then district and then your ITI and verify the ITI profile and affiliation details).

2. ITIs can refer the user manual placed under help link on right top corner of the page for help on usage of functionality on the portal.

3. If ITIs identifies any discrepancy, they should communicate to their State Directorate for making corrections in the data. The **ITI code** available in the first column on the portal and in brackets on the details page of the ITI is the reference number for your ITI and should be included with your corrections.

4. State Directorates are required to consolidate such requests and verify them before emailing the corrected data to MIS support (support.dget@wipro.com).

5. Once data has been verified and corrected in **Staging System***, DGE&T will move the corrected data to **Production System^** and will be available at http://ncvtmis.gov.in/ . This page can be viewed by General Public and other stakeholders.

6. Thereafter, Trainee and Instructor Data can be loaded by State Directorate (Login ID & Password to be provided by DGE&T) to enable generation of hall ticket from the system for February 2015 exam.

 * Staging System: *Pre production system used for data verification, testing and training purpose. Used by internal stakeholders only. Available at : http://164.100.128.233/pages/home.aspx*

^ Production System: *Actual production MIS system used for DGE&T operations. Accessible to General Public and all stake holders. Available at : http://ncvtmis.gov.in/*

ITI code is a 10 width code with first two characters and 8 numeric digits available in first column of the ITI list page and in brackets with the name of ITI in the ITI detail page. This is a unique number used to reference and uniquely identify an ITI in the MIS portal.