

File No. DGT-Aff011/1/2023-O/o DIR (TC)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building
Pusa campus, New Delhi-110012
Date: 27.04.2023

To

All Principal Secretaries of State Government/UT
(Dealing with Craftsman Training Scheme).

**Subject: Academic Calendar for the Six Months, One and Two-year Trades of the
Craftsmen Training Scheme (CTS) in Industrial Training Institutes (ITIs):
Session: 2023-24/25 -Regarding.**

Sir/Madam,

The details of academic calendar-2023 for running **Craftsmen Training Scheme (CTS)** in Industrial Training Institutes (ITIs) across the country is given as follows:

I. Training Schedule: One- year and Two-Year Trades: Session:2023-24/25

S.no	Activity	Timelines*
1.	Advertisement for admission by concerned directorates of State/UT.	01.06.2023
2.	Closing date for Admissions by concerned directorates of State/UT. (Both in Government & Private ITIs). (Which Includes all types of admission including walk-in)	31.08.2023
3.	API Data Upload by State Directorate/UT.	01.09.2023 to 20.09.2023
4.	Left over trainees' data migration, if any pending due to technical glitches. In coordination with DGT-IT team. Note: State wise schedule is enclosed as Annexure-A	21.09.2023 to 20.10.2023
5.	Last date to receive letter (enclosed as Annexure-B) from State Directorate about migration of admission data to NCVT-MIS portal.	25.10.2023
6.	Start of Academic Session (Starting date of Training).	25.09.2023
7.	End of Academic Session (Closing date of Training).	28.06.2024
8.	Trainee Verification and ITI approval.	25.09.2023 to 31.10.2023



9.	Grievance registration & resolution for trainee details.	01.11.2023 to 15.12.2023
10.	AITT	July/August 2024

*Total 1590 Hours= 1200 Hrs Training Hours + 150 Hrs OJT/Group Project + 240 Hrs Language subject for NIOS

(II) The Training schedule for six months Trades Session 2023-24:

S.no	Activity	Timelines*
(I) Six Months trades Batch-I (25.09.2023 to 19.01.2024)		
1.	Advertisement for admission by concerned directorates of State/UT.	01.06.2023
2.	Closing date for Admissions by concerned directorates of State/UT. (Both in Government & Private ITIs). (Which Includes all types of admission including walk-in)	31.08.2023
3.	API Data Upload by State Directorate/UT.	01.09.2023 to 20.09.2023
4.	Left over trainees data migration, if any pending due to technical glitches. In coordination with DGT-IT team. Note: State wise schedule is enclosed as Annexure-A	21.09.2023 to 20.10.2023
5.	Last date to receive certificate (enclosed as Annexure-B) from State Directorate about migration of admission data to NCVT-MIS portal.	25.10.2023
6.	Start of Academic Session (Starting date of Training).	25.09.2023
7.	End of Academic Session (Closing date of Training).	19.01.2024
8.	Trainee Verification and ITI approval.	25.09.2023 to 31.10.2023
9.	Grievance registration & resolution for trainee details.	01.11.2023 to 15.12.2023
10.	AITT	February 2024

*Total 675 Hours= 600 Hrs Training Hours + 75 Hrs OJT/Group Project.

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Six Months trades Batch-II (04.03.2024 to 28.06.2024)		
Sl. No.	Activity	Timelines*
1	Advertisement for admission by concerned directorates of State/UT.	01.01.2024
2	Closing date for Admissions by concerned directorates of State/UT. (Both in Government & Private ITIs). (Which Includes all types of admission including walk-in)	31.01.2024
3	API Data Upload by State Directorate/UT.	01.02.2024 to 20.02.2024
4	Left over trainees data migration, if any pending due to technical glitches. In coordination with DGT-IT team. Note: State wise schedule is enclosed as Annexure-A	21.02.2024 to 29.02.2024
5	Last date to receive certificate (enclosed as Annexure-B) from State Directorate about migration of admission data to NCVT-MIS portal.	06.03.2024
6	Start of Academic Session (Starting date of Training).	04.03.2024
7	End of Academic Session (Closing date of Training).	28.06.2024
8	Trainee Verification and ITI approval.	04.03.2024 to 22.03.2024
9	Grievance registration & resolution for trainee details.	22.03.2024 to 19.04.2024
10	AITT	July/August 2024

***Total 675 Hours= 600 Hrs Training Hours + 75 Hrs OJT/Group Project.**

Important Guidelines:

- i. This Admission calendar supersedes all the previous orders related to CTS admissions in all government and private ITIs across the country.
- ii. Respective SSDEC is requested to monitor and ensure admission activity as per the schedule given by DGT.
- iii. All the State Directorates are required to maintain own "Online admission" portal for government and private ITIs.
- iv. All the state directorates are requested to migrate the data from state online admission portal to NCVT-MIS portal through API link enabled by DGT as per above mentioned schedule.
- v. Only ITIs affiliated as on 30th June, 2023 will be eligible to take admissions for Session 2023.
- vi. State directorates must ensure admissions in ITIs shall be taken as per seat matrix available on NCVT-MIS portal link
<https://www.ncvtmis.gov.in/Pages/Dashboard/AdmittedTraineeDashboard.aspx>.

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- vii. If any ambiguity/mismatch in seat matrix must brought to the notice of undersigned through respective state directorate along with supporting documents on or before 15.07.2023. After the deadline seat matrix will be treated as final and no corrections will be entertained till completion of the session 2023. (Requests directly from ITI are not entertained)
- viii. SSDEC/State Directorates must ensure and allow admissions ONLY in Active ITIs with affiliated trades and units.
- ix. SSDEC/State Directorates should NOT allow Admissions in ITIs against which De-Affiliation proceedings are under Progress.
- x. De-affiliated, Inactive ITIs, Trades/Units in which Zero admissions in last two consecutive years shall NOT be allowed to take admissions unless affiliated again by DGT.
- xi. SSDEC/State Directorates may allow admission in 50% of affiliated units in case of two-year courses, so that ITIs can take admission every year.
- xii. DST flag "IsDual" must be enabled by respective ITI at the time of Trainee Approval, if ITI is taken admission in DST mode.
- xiii. After closing of API link, a separate VC will be conducted state-wise to migrate leftover data from state portal to NCVT-MIS portal as per schedule and no further trainee data would be accepted after this. Also, the State Director have to submit letter (enclosed) about zero pendency after data migration is completed.
- xiv. **If state director fails to submit letter of data migration as per above mentioned schedule, DGT will assume pendency as zero and respective state data migration link will be deactivated.**
- xv. Trainees with unique Mobile number and email ID shall only be admitted and no change in mobile number and Email ID allowed till trainees receive NTC.
- xvi. Once student data is approved by ITI, change in student data viz. name, father name, mother name, DoB, Shift/Unit correction etc shall not be allowed.
- xvii. 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 job role and train them accordingly. The respective SSDEC is 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.
 - SSDEC/State Directors shall promote women candidates to take admissions in ITIs to increase their participation in ITIs.
 - A yearbook may be published to publicize the ITIs, including various activities, initiatives, and success stories.
- xviii. The State directorates are also advised to counsel and inform all admission seeking prospective trainees, parents and institutes of the following: -

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- To check ITI (Active/Inactive)/Trade affiliation (Affiliated/De-affiliated) status at 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.

This issues with the approval of competent authority.



(Ujjwal Biswas)
Director, TC

Copy for Kind information to: -

1. Sr PPS to DG/AS, DGT, New Delhi
2. Sr PPS to DDG, DGT, New Delhi

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3. Directors, State Directorates/UTs dealing with CTS.
4. All RDSDEs.
5. The Director, CFI, TT, IT, NIMI, CD at DGT, New Delhi



(Amrit Pal Singh)
Joint Director, TC



Annexure-A

State wise schedule for Left over trainee's data migration for "One- year and Two-Year Trades: Session:2023-24/25 & Six Months trades Batch-I"

Sl. no.	States / UTs	Schedule
1	Andaman And Nicobar Islands	25.09.2023
2	Andhra Pradesh	21.09.2023
3	Arunachal Pradesh	20.10.2023
4	Assam	20.10.2023
5	Bihar	22.09.2023
6	Chandigarh	11.10.2023
7	Chhattisgarh	25.09.2023
8	Dadra And Nagar Haveli & Daman and Diu	26.09.2023
9	Delhi	20.10.2023
10	Goa	09.10.2023
11	Gujarat	26.09.2023
12	Haryana	27.09.2023
13	Himachal Pradesh	28.09.2023
14	Jammu And Kashmir	28.09.2023
15	Jharkhand	03.10.2023
16	Karnataka	04.10.2023
17	Kerala	05.10.2023
18	Ladakh	16.10.2023
19	Lakshadweep	13.10.2023
20	Madhya Pradesh	06.10.2023
21	Maharashtra	09.10.2023
22	Manipur	16.10.2023
23	Meghalaya	18.10.2023
24	Mizoram	18.10.2023
25	Nagaland	18.10.2023
26	Odisha	10.10.2023
27	Puducherry	18.10.2023
28	Punjab	11.10.2023
29	Rajasthan	12.10.2023
30	Sikkim	18.10.2023
31	Tamil Nadu	18.10.2023
32	Telangana	16.10.2023
33	Tripura	16.10.2023
34	Uttar Pradesh	17.10.2023
35	Uttarakhand	18.10.2023
36	West Bengal	19.10.2023

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State wise schedule for Left over trainee's data migration for "Six Months trades Batch-II"

Sl. no.	States / UTs	Schedule
1	Andaman And Nicobar Islands	21.02.2024
2	Andhra Pradesh	21.02.2024
3	Arunachal Pradesh	21.02.2024
4	Assam	21.02.2024
5	Bihar	21.02.2024
6	Chandigarh	21.02.2024
7	Chhattisgarh	22.02.2024
8	Dadra And Nagar Haveli & Daman and Diu	22.02.2024
9	Delhi	22.02.2024
10	Goa	22.02.2024
11	Gujarat	22.02.2024
12	Haryana	23.02.2024
13	Himachal Pradesh	23.02.2024
14	Jammu And Kashmir	23.02.2024
15	Jharkhand	23.02.2024
16	Karnataka	26.02.2024
17	Kerala	26.02.2024
18	Ladakh	26.02.2024
19	Lakshadweep	26.02.2024
20	Madhya Pradesh	26.02.2024
21	Maharashtra	27.02.2024
22	Manipur	27.02.2024
23	Meghalaya	27.02.2024
24	Mizoram	27.02.2024
25	Nagaland	27.02.2024
26	Odisha	28.02.2024
27	Puducherry	28.02.2024
28	Punjab	28.02.2024
29	Rajasthan	28.02.2024
30	Sikkim	28.02.2024
31	Tamil Nadu	28.02.2024
32	Telangana	29.02.2024
33	Tripura	29.02.2024
34	Uttar Pradesh	29.02.2024
35	Uttarakhand	29.02.2024
36	West Bengal	29.02.2024

Handwritten signature and date: 22/4/23

LETTER OF DATA MIGRATION FOR THE SESSION 2023

Name of the State:

The _____ <Name and address of state directorate> is hereby certifies that the admission data of all the government and private ITIs for the session 2023 under the jurisdiction _____ (state name) have been successfully migrated to NCVT-MIS portal as on _____ <Date>.

It also certified that all the trainees have been admitted on or before 31.08.2023 and no trainee data is pending for migration to NCVT-MIS portal for the session 2023.

Signature of State Director with seal

< Address of State Directorate>

Perfor
20/4/23