

# 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 name, contact information (Support: 0120 4405016/17/18/19/20/21), and links for Login, FAQ, Help, and SiteMap. A navigation menu contains Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, and Log Complaint. The main content area features a welcome message, portraits of Shri Narendra Modi (Prime Minister), Shri Dharmendra Pradhan (Minister of SDE), and Shri Anant Kumar Hegde (Minister of SDE), and a central image of a computer lab. A text box describes the NCVT's role in setting standards and conducting trade tests. The footer contains copyright information for 2015 and website statistics: Total Hits: 3,322,411 | Yearly Hits: 6,187 | Monthly Hits: 280,183.

**STEP- 2 :-** Go to Trainee Verification Page under Verification Menu.

The screenshot shows the 'Trainee Verification' page. The navigation menu is the same as in the previous screenshot. The 'Verification' menu is expanded, showing options for e-Certificate Verification, Certified Trainee Search, Marksheet Verification, and Trainee Verification (which is highlighted with a red box). The main form area is titled 'Enter Details to verify file' and contains the following fields: Registration No.\* (text input), Father/Guardian Name\* (text input), Date of Birth\* (calendar icon and text input with format dd-mmm-yyyy), and Enter image text\* (text input with a CAPTCHA image showing '4 9 9 4 4' and a Refresh button). At the bottom of the form are 'Submit' and 'Clear' buttons. The footer contains copyright information for 2015 and website statistics: Total Hits: 13,75,760 | Yearly Hits: 729 | Monthly Hits: 1,094.

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

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

**STEP- 4** Click on **Submit** Button.

The screenshot shows the website header for the Ministry of Skill Development And Entrepreneurship. The navigation menu includes Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, and Log Complaint. The main content area is titled 'Enter Details to verify Trainee' and contains a form with the following fields: Registration No. (text input), Father/Guardian Name (text input), Date of Birth (calendar input with format dd-mmm-yyyy), and Enter image text (text input). A CAPTCHA image showing the numbers 7, 4, 6, 4, 9 is displayed next to the 'Enter image text' field, along with a 'Refresh' button. At the bottom of the form are 'Submit' and 'Clear' buttons. The footer contains copyright information for 2015, server details, browser recommendations, and website statistics.

**STEP- 5 :-** 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-6 :-** 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- 7 :-** Click the Formal Declaration checkbox.

**STEP- 8:-** Click the Submit button.



### 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 *	MUNEER AHMAD BABA
Date of Birth *	08-Feb-1994 <small>dd-mmm-yyyy</small> <small>Minimum age should be 14 years.</small>
Father's Name: *	GH. HASSAN BABA
Mothers's Name: *	RAJA BANOO
Mobile Number: *	9797200586
Email ID: *	muneerahmad@gmail.com
<input checked="" type="checkbox"/> Formal Declaration - I / We acknowledge the information provided is correct.	
<input type="button" value="Submit"/>	

**STEP- 9 :-** Enter the OTP received on the Mobile number (entered above).

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



### 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 OTP in 26 seconds	
Enter OTP for 9797200586 *	<input type="text"/> <input type="button" value="Re Send OTP"/>
<input type="button" value="Back"/> <input type="button" value="Submit"/>	

**Step – 11 :-** Click on Submit Button. **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)

Record 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.