

**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**

New Delhi, dated 21<sup>st</sup> June, 2022

**SOP: ITI Trainee Profile Verification Before Hall Ticket Generation**

**Objective:** This page/ functionality is to give the ITI trainees an opportunity to verify/ raise corrections in their profile information including photograph before first time Hall Ticket generation


1. Trainee to access his/her profile information using the page “**Trainee Verification Before HT**” under the tab **Trainee**. NCVTMIS Portal Link [https://ncvtmis.gov.in/Pages/Trainee/TraineeGrievanceAuthenticatec\\_BeforeHT.aspx](https://ncvtmis.gov.in/Pages/Trainee/TraineeGrievanceAuthenticatec_BeforeHT.aspx)
2. Enter Trainee Name and Registration No.
3. Existing Email ID and mobile No. will be displayed to continue
4. Enter the OTP received on Email ID/Mobile No. to continue
5. Trainee can update his email ID/mobile no. if both the existing email ID and Mobile No. are wrong/not accessible
6. Trainee profile will be displayed with existing data w.r.t. eight fields of his/her profile information (See Annexure for details)
7. Trainee has to select each and every field for its correctness or raise correction by selecting the Incorrect field, if required.
8. In case of correction required, type the correct value, select the document to be uploaded.
9. Upload the required document (s) as per the selection in step-8
10. Submit Profile/correction.

**Process Flow is given in below table**

Sl. No.	No. of Fields Correction	Correction Raised By	Action By (Authority)		
			Trainee	ITI	RDSDE Concerned
1	All Correct	Trainee	No Action	No Action	No Action
2	Maximum 2 Fields Correction	Trainee	<b>Approve/Reject</b>	No Action	No Action
3	Maximum 4 Fields Correction	Trainee	Recommend/Reject	<b>Approve/Reject</b>	No Action
4	Maximum 8 Fields Correction	Trainee	Recommend/Reject	Recommend/Reject	<b>Approve/Reject</b>

**Note:**

1. This is a one-time opportunity before first time Hall Ticket generation for all trades' trainees irrespective of duration.
2. It is mandatory for all the trainees to do the profile verification.
3. Trainee has to visit his/ her ITI with original (s) of the documents submitted/ uploaded physically within 7 days.
4. Profile data correction would be effective only after physical verification of documents by ITI.
5. Hall Ticket would be generated based on the verified/corrected data through this page.
6. If any trainee fails to do verification or the authority fails to act in stipulated time window, Hall Ticket would be generated based on the existing data in the portal.
7. Profile grievance would not be accepted after result processing/ marksheet/ certificate generation
8. **Last date for Trainee Profile Verification before HT is 30<sup>th</sup> June, 2022.**
9. **Last date for action by Approving Authority [ITI/RDSDE/NPIU (DGT HQ)] is 5<sup>th</sup> July, 2022**

  
**Director (TT and IT)**



### This Page is used to verify Trainee profile before first time Hall Ticket Generation

Trainee Name\*

DIGVIJAY KANUJI PARMAR

Registration Number\*

R200824048641

All fields marked with \* are mandatory.

Next

Clear



### This Page is used to verify Trainee profile before first time Hall Ticket Generation

Your profile has below Email and mobile number. If you want to change it kindly click on update and if you want to continue to raise grievance kindly click on continue

Email id: hit\*\*\*\*\*.com

Mobile Number: 987\*\*\*\*\*1975

Continue

**This Page is used to verify Trainee profile before first time Hall Ticket Generation**

You can re-send OTP in 14 seconds

Enter OTP for 987\*\*\*\*\*1975  
hit\*\*\*\*\*r18@gmail.com  [Re Send OTP](#)

[Back](#) [Submit](#)

### Trainee Profile Verification

#### Trainee Profile

Roll Number : R200824048541      Trainee Name : DIGVIJAY KANUJI PARMAR      Academic Session : August-2020



Trade Name : Fitter (NSQF)      ITI Name : GR24000127- INDUSTRIAL TRAINING INSTITUTE, VIJAPUR (Government)

	Correct		Incorrect
Trainee Name	<input type="checkbox"/>	DIGVIJAY KANUJI PARMAR	<input type="checkbox"/>
Father Name	<input type="checkbox"/>	KANUJI	<input type="checkbox"/>
Mother Name	<input type="checkbox"/>	JYOTSNABEN	<input type="checkbox"/>
Date of Birth	<input type="checkbox"/>	02-Jul-2002	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Male	<input type="checkbox"/>
Category	<input type="checkbox"/>	General	<input type="checkbox"/>
Aadhar	<input type="checkbox"/>		<input type="checkbox"/>
Photograph	<input type="checkbox"/>		<input type="checkbox"/>

Submit Profile

### Trainee Profile Verification

**Trainee Profile**

**Roll Number :** R200824048641     
 **Trainee Name :** DIGVIJAY KANUJI PARMAR     
 **Academic Session :** August-2020



**Trade Name :** Fitter (NSQF)     
 **ITI Name :** GR24000127-INDUSTRIAL TRAINING INSTITUTE, VIJAPUR (Government)

	Correct		Incorrect
Trainee Name	<input checked="" type="checkbox"/>	DIGVIJAY KANUJI PARMAR	<input type="checkbox"/>
Father Name	<input checked="" type="checkbox"/>	KANUJI	<input type="checkbox"/>
Mother Name	<input checked="" type="checkbox"/>	JYOTSNABEN	<input type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	02-Jul-2002	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>
Category	<input checked="" type="checkbox"/>	General	<input type="checkbox"/>
Aadhar	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Photograph	<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Submit Profile](#)

**Roll Number :** R200824048641      **Trainee Name :** DIGVIJAY KANUJI PARMAR      **Academic Session :** August-2020  
**Trade Name :** Fitter (NSQF)      **ITI Name :** GR24000127-INDUSTRIAL TRAINING INSTITUTE, VIJAPUR (Government)



	Correct		Incorrect	
Trainee Name	<input checked="" type="checkbox"/>	DIGVIJAY KANUJI PARMAR	<input type="checkbox"/>	
Father Name	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="text" value="Correct Father Name"/> <span style="float: right;">10th Certificate ▾</span>
Mother Name	<input checked="" type="checkbox"/>	JYOTSNABEN	<input type="checkbox"/>	
Date of Birth	<input type="checkbox"/>	02-Jul-2002	<input checked="" type="checkbox"/>	<input type="text" value="dd-mmm-yyyy"/> <span style="float: right;">PanCard ▾</span>
Gender	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>	
Category	<input checked="" type="checkbox"/>	General	<input type="checkbox"/>	
Aadhar	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Photograph	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

**10th Certificate\***  
(only jpg ,jpeg,pdf and png files are allowed.)

Browse... No file selected.

**PanCard\***  
(only jpg ,jpeg,pdf and png files are allowed.)

Browse... No file selected.

**Note:-**

Dear Trainee, please visit your ITI along with the original/s of the documents submitted and get it verified physically within 7 days. Your profile data change would be effective only after physical verification of the document submitted. Please note that your request would be rejected and Hall Ticket and other document would be generated based on the current data under the following conditions: a. Failure to do the physical verification of the document within time limit specified. b. Rejection of the change request by a competent authority.

[Submit Correction](#)



### Trainee Profile Verification

Dear Trainee, Your profile correction request has been received with registration no. GR2008240486410001. Please visit your ITI along with the original/s of the documents submitted and get it verified physically within 7 days. Your profile data change would be effective only after physical verification of the document submitted. Please note that your request would be rejected and Hall Ticket and other document would be generated based on the current data under the following conditions: a. Failure to do the physical verification of the document within time limit specified. b. Rejection of the change request by a competent authority. [Click here to view Status](#)