

## UNDERTAKING

This is to certify that the details of all the pending National Trade certificates (NTCs) and admission data of the .....(Name of the ITI) has been submitted on date .....to the Director, Technical Education, Vocational & Industrial Training Himachal Pradesh Sundernagar and further no NTCs data is pending of this Institute for preparing National Trade certificates and admission data till session Jul 2015 of the year. This is also, certified that N.T.Cs pertaining to pending, Court Cases have not been included in the list of N.T.Cs submitted to the Director, Technical Education, Vocational & Industrial Training Himachal Pradesh Sundernagar as on .....for final printing/Facsimile signature of the SCVT/NCVT. After today .....(Name of the ITI) will not intend for any NTC of other than mentioned in the submitted data.

Place:

Date:

Signature of  
Principal of Govt. ITI/Pvt. ITI,  
Name of the ITI

**SPEED POST**

**MSDE No. 18012/9/2009-TTC (Pt.)**  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training

Date: - 06<sup>th</sup> January, 2016  
New Delhi, Shram Shakti Bhawan

To,

All the State Directors/UTs/ ATIs, RVTIs & NVTI Dealing with Craftsman Training Scheme (CTS).

**Sub.: Issuance of E- National Trade Certificate (NTC) through NCVT – MIS portal -regarding.**

Sir,

This is in continuation of previous letter of even no. dated 08<sup>th</sup> September 2015 in respect of above mentioned subject. The consolidated list of trade codes under CTS including legacy trades has been prepared and used for issuance of E- NTC through NCVT-MIS portal.

The following guidelines may be strictly followed for furnishing the information in CD/DVD

1. Please read the instructions carefully and provide data in the prescribed template (Not in similar layout or similar format. Data must be provided in the prescribed template only.)
2. Only **updated consolidated list of trade code** must be referred for trade code field in the format.
3. (a) State Directorate should compile the data received from respective Govt./Pvt. ITIs in one file.  
(b) Information received directly from Govt. /Pvt. ITIs will not be entertained by DGT.

In view of above, you are requested to send details of students in single CD/DVD of your State along with summary information in format "Y".

This may be treated as MOST URGENT.

Yours faithfully

  
(Sunil Kumar Gupta)  
Director (TTC)

- Encl: 1. **Format A-1** for conventional System  
2. **Format A-2** for conventional system correction certificates  
3. **Format A-3** for conventional system where MIS ITI code not available  
4. **Format B-1** for Semester System  
5. **Format B-2** for Semester system correction certificates  
6. **Format B-3** for Semester system where MIS ITI code not available  
7. Instructions  
8. Format Y for Summary  
9. Updated Consolidated List of Trade Code  
10. Undertaking and Declaration format















Instructions to fill the Formats

Field	Description
MIS_ITI_Code	10 character MIS generated institute code refer <a href="https://ncvtmis.gov.in/">https://ncvtmis.gov.in/</a> If you don't have code.
ITI_Name	Optional field to capture Institute Name for reference purpose only, data will be loaded as per MIS Code of institute.
Trade_Code	3 digit Code of the trade/course, please refer Master sheet to find proper code.
Trainee_Name	Name of the Certified Trainee.
Trainee_Type	Type of Certified Trainee, <b>Regular/Private</b> .
Father_Name	Father/Guardian Name of Certified Trainee.
Date_of_Birth	Date of Birth of Certified Trainee in <b>dd-MMM-yyyy</b> format; like 26-Nov-2015.
Training_From	Training Start Month Year in <b>MMM-yyyy</b> format; like Aug-2014.
Training_To	Training End Month Year in <b>MMM-yyyy</b> format; like Jan-2015.
Exam_Month	Month in which last exam was cleared by Trainee.
Exam_Year	Year in which last exam was cleared by Trainee.
Old_E-NTC_No.	10 Digit code of E-NTC issued through NCVT-MIS Portal; like 9932000001

# MASTER SHEET OF TRADE CODES

Trade Code	Trade Name
903	Building Maintenance
917	Excavator Operator (Mining)
204	Mechanic Motor Cycle
203	Mechanic Auto Electrical and Electronics
939	Sanitary Hardware Fitter
210	Architectural Assistant
206	Carpenter
008	Domestic Painter
214	Foundryman
010	Gold Smith
011	Industrial Painter
208	Interior Design & Decoration
013	Marine Engine Fitter
211	Mason (Building Constructor)
015	Mech. Repair & Maintenance of Heavy Vehicles
016	Mech. Repair & Maintenance of Light Vehicles
201	Mechanic Diesel
202	Mechanic (Tractor)
019	Mechanic Communication Equipment Maintenance
020	Mechanic Lens/Prism Grinding
021	Physiotherapy Technician
022	Plastic Processing Operator
209	Plumber
205	Pump Operator-Cum-Mechanic
025	Rubber Technician
213	Sheet Metal Worker
027	Stone Mining Machine Operator
028	Stone Processing Machine Operator
212	Welder
030	Attendant Operator (Chemical Plant)
217	Draughtsman (Civil)
224	Draughtsman (Mechanical)
231	Electrician
219	Electronics Mechanic
233	Electroplater
227	Fitter
037	Instrument Mechanic
038	Instrument Mechanic (Chemical Plant)
220	Information Communication Technology System Maintenance
040	Laboratory Assistant (Chemical Plant)
234	Lift and Escalator Mechanic
222	Machinist
223	Machinist (Grinder)
044	Maintenance Mechanic (Chemical Plant)
045	Marine Fitter
046	Mechanic Mining Machinery
216	Mechanic Agriculture Machinery
048	Mechanic Computer Hardware
049	Mechanic Consumer Electronics

Month
January
February
March
April
May
June
July
August
September
October
November
December

050	Mechanic Cum Operator Electronics Communication System
051	Mechanic Industrial Electronics
225	Mechanic Machine Tool Maintenance
053	Mechanic Mechatronics
054	Mechanic Medical Electronics
215	Mechanic (Motor Vehicle)
218	Mechanic (Refrigeration and Air-Conditioner)
057	Mechanic Radio & T.V.
226	Operator Advanced Machine Tools
059	Painter General
060	Radiology Technician
235	Spinning Technician
207	Surveyor
236	Textile Mechatronics
237	Textile Wet Processing Technician
228	Tool & Die Maker (Dies & Moulds)
229	Tool & Die Maker (Press Tools, Jigs & Fixtures)
221	Turner
068	Vessel Navigator
238	Weaving Technician
232	Wireman
904	Cabin/Room Attendant
250	Computer Aided Embroidery And Designing
906	Corporate House Keeping
907	Counselling Skills
909	Creche Management
076	Driver Cum Mechanic
911	Data Entry Operator
913	Domestic House Keeping
916	Event Management Assitant
919	Firemen
254	Front Office Assistaht
922	Hospital Waste Management
924	Institution House Keeping
925	Insurance Agent
927	Library & Information Science
933	Medical Transcription
934	Network Technician
935	Old Age Care
936	Para Legal Assistant/ Munshi
257	Pre/Preparatory School Management (Assistant)
240	Spa Therapy
261	Tourist Guide
251	Baker and Confectioner
094	Cane Willow and Bamboo Worker
095	Catering & Hospitality Assistant
242	Computer Operator and Programming Assistant
253	Food Production (General)
098	Craftsman Food Production (Vegetarian)
247	Sewing Technology

100	Dairying
243	Desk Top Publishing Operator
102	Digital Photographer
248	Dress Making
249	Surface Ornamentation Techniques (Embroidery)
246	Fashion Design & Technology
106	Finance Executive
107	Fire Technology and Industrial Safety Management
108	Floriculture & Landscaping
109	FootWear maker
239	Basic Cosmetology
111	Health Safety & Environment
112	Health Sanitary Inspector
113	Horticulture
114	Hospital House Keeping
115	Human Resource Executive
116	Leather Goods Maker
117	Litho- Offset Machine Minder
118	Marketing Executive
244	Multimedia Animation & Special Effects
120	Office Assitant-cum Computer Operator
121	Photographer
122	Plate Maker-Cum-Impositor
124	Process Cameraman
258	Secretarial Practice (English)
259	Stenographer & Secretarial Assistant (English)
260	Stenographer & Secretarial Assistant (Hindi)
252	Food & Beverages Services Assistant
262	Travel & Tour Assistant
263	Weaving Technicians for Silk & Woolen Fabrics
131	Weaving of Woolen Fabrics
132	Business Management
133	Dental Laboratory Equipment Technician
901	Architectural Draughtsman (NE)
276	Civil Engineer Assistant
264	Computer Hardware & Network Maintenance
277	Information Technology
275	Mechanic Air-conditioning Plant
267	Mechanic Auto Body Painting
266	Mechanic Auto Body Repair
273	Mechanic Consumer Electronics Appliances
274	Refractory Technician
265	Technician Power Electronics System
272	Welder (Fabrication & Fitting)
268	Welder (GMAW & GTAW)
269	Welder (Pipe)
270	Welder (Structural)
271	Welder (Welding & Inspection)
280	Agro Processing
283	Bamboo Works

096	Computer Operator & Programming Assistant (VI)
099	Cutting & Sewing (VI)
281	Data Base System Assistant
101	Desktop Publishing Operator (VI)
279	Food Beverage
245	Fruit and Vegetable Processor
110	Hair & Skin Care (VI)
255	House Keeper
230	Metal Cutting Attendant (VI)
278	Milk & Milk Products
282	Software Testing Assistant
929	Lift Mechanic (P)
926	Interior Decoration and Designing (P)
921	Horticulture (P)
613	Sheet Metal Worker (DA)
612	Welder (DA)
617	Draughtsman (Civil) (DA)
241	Architectural Draughtsman
902	Architectural Draughtsmanship
905	Cane Willow and Bamboo Work
908	Craftsman Food Production (General)
910	Cutting & Tailoring
912	Dental Laboratory Technician
914	Driver- Cum- Mechanic Light Motor Vehicle
915	Embroidery & Needle Work
918	Fashion Technology
920	Food & Beverages Guest Service Assistant
923	Information Tech. & Electronic System Maintenance
928	Lift Mechanic
930	Manufacture of Footwear
931	Mechanic Repair & Maintenance of Two Wheelers
932	Medical Electronics
937	Pre-Preparatory School Management
938	Radiology Technician (Radio-Diagnosis & Radio Therapy)
940	Secretarial Practice
941	Stenography (English)
942	Stenography (Hindi)
943	Steward
944	Weaving of Silk and Woolen Fabrics
945	Welder (Gas & Electric)