

### Revised Policy for delegation of Rights on NCVTMIS portal

In accordance with the user manual provided on NCVTMIS portal (ITI Module), it has been decided to review the powers based upon the grievances/feedback/representations from users. Revised delegated powers on NCVTMIS portal are as follows:

#### 1. Rights of trainee, data upload

It has been decided by the competent authority that for CTS admissions from session 2017 onwards, the detail of trainees admitted in Government / Private ITIs in a particular session will have to be verified and approved by the respective SPIU before uploading on NCVTMIS portal. SPIU must ensure completion of trainee data upload on NCVTMIS portal within thirty days from the last date prescribed for admission during the session. The hall tickets shall be generated only for the trainees admitted on NCVTMIS portal. No trainee without NCVTMIS portal generated hall ticket shall be allowed to appear in the NCVT conducted AITT for CTS.

#### 2. Rights of trainee data corrections

Rights of editing of trainee details like Name, Father's name, Mother's name, date of Birth, photo, deletion of trainees, etc. shall be available to SPIU till generation of Hall tickets for semester I exam. For correcting the trainee data, the SPIU may refer the class X certificate/marksheet, aadhar or any similar government issued document/s bearing such details of the trainee.

- a. For deletion of any trainee data from the NCVTMIS portal rights shall be available with respective SPIU till fifteen days before generation of hall ticket. However, SPIU will not have any right to admit any trainee against deletion after last date prescribed for admission.

  
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- b. For transfer of trainee from one ITI to another, the same may be entertained only if the request has been made by the trainee (and not by the ITI). The request to be considered and approved by the State Director based on the merits of request such as nearness to the trainee's address, transfer from a low graded ITI to higher graded ITI, etc.

Once the hall ticket generation process has ended, no corrections can be made to the admitted trainee data.

### 3. Rights of ITI password reset and e-mail change

The rights for resetting password / replacing registered e-mail id with creator /approver id of the ITI, shall be available with respective SPIU.

For replacing registered e-mail id with creator /approver id of the ITI, the SPIU may ensure the genuineness of the request by seeking copy of society registration (under which ITI is operating), magisterial affidavit by the Secretary/President of the society clearly mentioning the request and copy of id proof of the Secretary/President of the society.

### 4. Rights for profile information amendments

The rights for amending the ITI details, other than ITI Name, address and MIS code shall be available with ITI\_A credentials.



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