File No. DGT-Aff011/1/2023-O/o DIR (TC)-Part (2) [63756]
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
***

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date: 03rd May 2024

To
 Principal Secretaries of all State Governments/ UTs
(Dealing with Craftsmen Training Scheme).

Subject: Training Calendar for the Six Months, One and Two-year Trades of the Craftsmen Training Scheme (CTS) in Industrial Training Institutes (ITIs): Session: 2024-25/26 -Reg.

Sir/Madam,

The Directorate General of Training (DGT) in the Ministry of Skill Development and Entrepreneurship is responsible for coordinating national vocational training programs in Industrial Training Institutes (ITIs). While the DGT is responsible for developing standards and trade testing, and the day-to-day administration of ITIs is managed by State Governments and Union Territory Administrations.

2. Accordingly, the DGT releases a Training Calendar for each session to all the State/ UT Directorates for carrying out CTS admission process as per the schedule. The details of academic calendar-2024 for running **Craftsmen Training Scheme (CTS)** in Industrial Training Institutes (ITIs) nationwide is given as follows:

I.   Training Schedule: One- year and Two-Year Trades: Session: 2024-25/26

S. No.	Activity	Timelines*
1.	Advertisement for admission by concerned directorates of State/UT.	April/May 2024
2.	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government and Private ITIs	31.08.2024
3.	Closing date for Admissions by concerned Directorates of State/UT. (Both in Government and Private ITIs)	31.08.2024
4.	Trainee Data Upload through API/Excel by State/UT Directorate (State may upload data parallelly)	01.08.2024 to 07.09.2024
5.	Trainee Verification and PRN Generation	19.08.2024 to 31.10.2024
6.	Last date to receive information if any, regarding leftover/pending trainee records to be upload from State Directorates through Principal Secretary of the State dealing with Skill Development	21.09.2024
7.	Start of Academic Session (Starting date of Training)	02.09.2024
8.	End of Academic Session (Closing date of Training)	21.06.2025
9.	AITT	July/August 2025

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 2024-25:

S. No.	Activity	Timelines*
Six Months duration trades Batch-I (02.09.2024 to 31.01.2025)		
1.	Advertisement for admission by concerned Directorates of State/UT	April/May 2024
2.	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government and Private ITIs	31.08.2024
3.	Closing date for Admissions by concerned directorates of State/UT (Both in Government and Private ITIs).	31.08.2024
4.	Trainee Data Upload through API/Excel by State Directorate/UT	01.08.2024 to 07.09.2024
5.	Trainee Verification and PRN Generation	19.08.2024 to 31.10.2024
6.	Last date to receive information if any, regarding leftover trainee records upload from State Directorates through Principal Secretary of the State dealing with Skill Development	21.09.2024
7.	Start of Academic Session (Starting date of Training)	02.09.2024
8.	End of Academic Session (Closing date of Training)	31.01.2025
9.	AITT	Feb 2025
Six Months duration trades Batch-II (03.02.2025 to 21.06.2025)		
1	Advertisement for admission by concerned Directorates of State/UT	Jan 2025
2	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government and Private ITIs	31.01.2025
3	Closing date for Admissions by concerned Directorates of State/UT (Both in Government and Private ITIs)	31.01.2025
4	Trainee Data Upload through API/Excel by State Directorate/UT	27.01.2025 to 08.02.2025
5	Trainee Verification and PRN Generation	01.02.2025 to 15.03.2025
6	Last date to receive information if any, regarding leftover trainee records upload from State Directorates through Principal Secretary of the State dealing with Skill Development	22.02.2025
7	Start of Academic Session (Starting date of Training)	03.02.2025
8	End of Academic Session (Closing date of Training)	21.06.2025
9	AITT	July/August 2025

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

Important Guidelines:

1. This Admission calendar supersedes all previous orders related to CTS admissions in government and private ITIs nationwide.
2. Respective SSDECs are requested to monitor and ensure admission activities according to the schedule provided by DGT.
3. SSDECs/State Directorates must allow admissions only in active ITIs with affiliated trades and units.
4. SSDECs/State Directorates should not permit admissions in ITIs that have applied for shifting.
5. SSDECs/State Directorates may allow admissions in 50% of affiliated units for two-year courses to facilitate annual admissions.
6. Following is the tentative timeline for affiliations for the session 2024 admission

Affiliation activity	Cut-off date
Cut-off date for online Inspection reports for considering in session 2024-25, i.e., inspection reports received after this date will not be considered for session 2024-25.	20.05.2024
Tentative date of 16th SCAA meeting	10.06.2024
Compliance cases time frame for the ITIs having deficiencies	10.07.2024
Tentative date of 17th SCAA for compliance cases	20.07.2024
Cut of date for affiliation for session 2024-25, i.e. affiliation granted after this date will not be allowed to admit trainees in session 2024-25 (including all compliance reports received till 10.07.2024).	31.07.2024

7. Escalation matrix to be followed by all stakeholders for any queries related to CTS admissions 2024:

Level	Source	Grievance	Responsible authority to address grievances
Level-1	Trainee	All types of trainee's grievances related CTS admissions 2024	Concern ITI Principal.
Level-2	ITI or NSTI (in case of NSTI trainees)	All types of grievances of ITI/ NSTI related to admission, seat matrix, portal related issues.	Director of concern State/UT Directorate or RDSDE (in case of NSTI grievances).
Level-3	State/ UT Directorates or RDSDE (in case of NSTI grievances)	Consolidated grievances (related CTS admission 2024) of State/UT directorate which are not resolved at state level.	May be raised to DGT-TC section. (Direct grievances from trainees or ITI to DGT are not entertained)

8. To increase productivity and efficiency in the industry, skilled manpower is essential. It is important to attract interested and talented individuals for job roles and train them accordingly. The respective SSDEC should take proactive steps to address information asymmetry in filling available trade seats through various measures, including:
   - Advertising through local media, hoardings, posters, and banners at secondary schools about available training options in each district.
   - Encouraging district education officers and school Principals to promote ITI admissions to students and parents.
   - Providing counselling and guidance to dropouts and prospective trainees about career prospects after ITI training.
   - Coordinating with gram panchayats and local bodies to run mobilization campaigns for admissions.

- Publicizing through local channels, radios, print media, and brochures.
- Involving District Skilling Committees (DSC) to broaden the prospects of ITIs in their districts.
- Promoting women candidates to increase their participation in ITIs.
- Publishing a yearbook to showcase ITIs, activities, initiatives, and success stories.

9. The responsibilities of trainees, ITIs, and State/UT directorates for a smooth admission process are as follows:

9.1 Trainee Responsibilities:

1. Trainees must maintain a unique mobile number and email address for admission purposes. Each trainee will receive a user account linked to their registered mobile number, hence trainees must keep the registered mobile number and email address unchanged throughout the course duration as any modifications are not permitted.
2. For any issues related to admission and data upload on the SIDH portal, trainees should contact their respective ITI Principals.
3. Trainees can initiate trainee verification by following the link sent to their registered mobile numbers or by directly visiting the SIDH portal learner page. Manuals and videos for both processes are available on the NCVTMIS portal under the "affiliation updates" tab and can also be obtained from ITI Principals.
4. Trainees should refer to the DGT manuals/videos provided for the "Trainee Verification Process" and follow the instructions accordingly.
5. In case of any difficulties during trainee verification, trainees are advised to seek immediate assistance from the ITI Principal.
6. Trainees must complete the trainee verification process to generate a unique PRN ID. Only after this process is completed, the admission is confirmed, and trainees will be eligible for examinations.
7. If trainees opt for eKYC for trainee verification, they should have their updated Aadhaar card ready. Once the Aadhaar details are submitted during ITI admission, changes to Aadhaar details are not permitted until PRN generation.
8. Trainees should use only the registered mobile number for trainee verification. Intentional/un-intentional use of a different mobile number may result in eKYC not recognizing the trainee as an ITI student, leading to possible rejection of admission.
9. Trainees are strictly prohibited from using others' Aadhaar numbers for eKYC, as this may result in the cancellation of their admission.

9.2 ITI Responsibilities:

1. Any ambiguity or discrepancies in the seat matrix must be reported to the respective State Directorate with supporting documents by 20.07.2024. After the deadline, the seat matrix will be considered final, and no corrections will be accepted until the completion of the 2024 session. (Requests directly from ITIs directly to DGT will not be entertained).
2. During trainee admission, ITIs must ensure the following with the trainees:
   - Trainees should have a unique operational mobile number available until they are certified. Trainees will receive a login account using this mobile number to access their complete trainee lifecycle on the SIDH platform.
   - Trainees can use any mobile number for ITI admission; it does not need to be an Aadhar-registered number.
   - No changes in mobile number and email ID are allowed until trainees receive NTC.

- Trainee Aadhaar details should match the SSC/X certificate for ITI admission to avoid hassles during trainee verification.
- Trainees who opt for trainee verification through Aadhar eKYC must ensure the availability of the phone number registered in the Aadhaar database. Otherwise, the trainee can update a new mobile number in the Aadhaar database.
- ITIs must take utmost care while giving admission to trainees as the trainee State registration number, mobile number, email id, trainee Aadhar number, Trade, Shift, Unit are important parameters for admission and should be verified at multiple levels to ensure accuracy.
- ITIs should conduct orientation programs to guide trainees on completing the trainee verification process on the SIDH platform based on the trainee category (Aadhaar trainee/Non-Aadhar trainee).

3. All consolidated issues regarding the admission/trainee verification process must be brought to the notice of the concerned state/UT directorate from time to time.
4. Only ITIs affiliated as of 31st July 2024 will be eligible for admissions in Session 2024.
5. ITIs must coordinate with their respective state directorates to ensure that all trainees admitted to their ITIs are uploaded or migrated to the DGT portal within the specified schedule. Submissions outside the given time frame will not be considered by DGT.
6. ITIs should regularly refer to guidelines and manuals published by DGT through its platforms and emails.
7. ITIs must thoroughly verify trainee data before uploading it to the SIDH portal. Once uploaded, modifications or deletions of records are strictly not allowed.
8. Once trainee data is uploaded by the state, changes in student data such as name, father's name, mother's name, date of birth, and shift/unit correction shall not be allowed.
9. If there is any mismatch in state-uploaded data and eKYC/trainee verified data, the record will be forwarded to the State login. Once the state approves, only then will the trainee PRN be generated. In this case, concerned ITIs have to contact the state directorate for prompt action.

9.3 State Responsibilities:

1. All State Directorates must maintain their own "Online Admission" portal for government and private ITIs.
2. State directorates are requested to migrate data from the state online admission portal to the SIDH portal through API link/Excel upload provided by DGT as per the schedule mentioned above.
3. State directorates must ensure that admissions in ITIs are based on the seat matrix available on the DGT portal(s).
4. Any ambiguity or mismatch in the seat matrix must be reported to the TC section with supporting documents by 31.07.2024. After the deadline, the seat matrix will be considered final, and no corrections will be accepted until the completion of the 2024 session. (Requests directly from ITIs will not be entertained)
5. During trainee admission, State/UT directorates must ensure the following with the trainees:
   - Trainees should have a unique operational mobile number until they are certified. They will be provided with a login account using this mobile number to access their complete trainee lifecycle on the SIDH platform.
   - Trainees can use any mobile number for ITI admission; it does not need to be an Aadhar-registered number.
   - No changes in mobile number and email ID are allowed until trainees receive NTC.
   - Trainee Aadhaar details should match the SSC/X certificate for ITI admission to avoid hassles during trainee verification.

- Trainees opting for trainee verification through Aadhar eKYC must ensure the availability of the phone number registered in the Aadhaar database.
- ITIs should verify important parameters like trainee State registration number, mobile number, email id, trainee Aadhar number, Trade, Shift, Unit at multiple levels to ensure accuracy during admission.

6. Only ITIs affiliated as of 31st July 2024 will be eligible for admissions in Session 2024.
7. State directorates must correct and re-upload records within the given timeframe by DGT based on error reports.
8. All the State/UT directorates should regularly refer to guidelines and manuals published by DGT through its platforms and emails.
9. All the State/UT directorates must thoroughly verify trainee data before uploading it to the SIDH portal. Once uploaded, modifications or deletions of records are strictly not allowed.
10. All the State/UT directorates are requested to take prompt actions on all profile, Aadhaar grievances, and Aadhaar change requests in a time-bound manner to avoid delays in PRN generation for trainees.
11. De-affiliated, inactive ITIs, and trades/units with zero admissions in the last two consecutive years will not be allowed to admit students unless re-affiliated by DGT.
12. If no information is received from the state director about leftover/pending trainee data upload as mentioned in the timeline, DGT will assume pendency as zero, and trainee data will be treated as final.
13. Once trainee data is uploaded by the state, changes in student data such as name, father's name, mother's name, date of birth, and shift/unit correction shall not be allowed.
14. State directorates are advised to counsel and guide all government and private ITIs under their jurisdiction regarding the entire admission and trainee verification process.
15. State directorates are requested to sensitize the admission process and trainee verification process through workshops, VCs with all government and private ITIs to ensure a smooth admission process on the SIDH portal.
16. Major or unresolved issues related to seat matrix/admission must be brought to the notice of DGT with required documentary support within the deadlines. No issues will be entertained after the given deadlines.
17. State/UT directorates are advised to strictly adhere to the schedule and guidelines mentioned above. No deviations are allowed in any case.

This issues with the approval of competent authority.

(Ujjwal Biswas)
Director, TC

Copy for Kind information to: -
1. Sr. PPS to Secretary, MSDE
2. PSO to DG/AS, DGT, New Delhi
3. DDG-HQ (IS), DDG South (AK) and DDG East (SKG)

Copy for necessary action: -
1. Directors, State Directorates/ UTs dealing with CTS
2. Director - CFI, IT and TT, CD at DGT, New Delhi
3. All RDSDEs/ Principals of NSTIs
4. SIDH team for technical support.
5. Director – NIMI, Chennai.

(Raju Kannam)
Deputy Director, TC