7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date: 07.03.2025

To

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

Subject: Last opportunity for leftover trainee's data migration and trainee verification for the trainees admitted in CTS for the session 2024 to DGT portal (SIDH) -Regarding.

Sir/Madam,

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

2. The DGT releases a Training Calendar for each session to all State/UT directorates to conduct the CTS admission process in government and private ITIs according to the schedule provided. The deadline for admission in all government and private ITIs nationwide is set for October 30, 2024.

3. In this context, State/UT Directorates and NSTIs have uploaded data for approximately 14.19 lakh trainees to date, out of which around 12 lakh trainees have completed verification. According to information from State/UT directorates, some trainee records are pending upload for various reasons, and some trainees have not completed verification. After careful review, the competent authority has decided to provide a final opportunity for data migration of the remaining trainees and trainee verification for the session 2024 is outlined below:

Data Migration Schedule: Six Month (Batch-I, II), One- year and Two-Year Trades: Session:2024.

S. No	Activity	Timelines	Responsibility
1.	**Trainee Data Upload by State/UT Directorate through API/Template.** *(By all the States/UTs & NSTIs)* **Note: State/UT Directorates must ensure that trainees are admitted on or before October 30, 2024.**	11.03.2025 to 17.03.2025	**State/UT Directorate & NSTI.**
2.	**Trainee Verification.** *(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)* *Note(s):* 1. *Trainees are not permitted to perform trainee verification directly on the SIDH portal.* 2. *ITIs are authorized to complete trainee verification only through Aadhaar eKYC of a trainee.*	11.03.2025 to 22.04.2025	**Respective ITI/NSTI.** *(ITI must complete trainee verification of all the trainees through the respective ITI login)*

			Respective ITI/NSTI.
	3. Trainees without an Aadhaar number can also complete trainee verification through a "Nodal ITI" after being marked as a non-Aadhaar trainee by the ITI.		
3.	**Trainee Verification through Nodal ITI** *(only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)*	**31.03.2025 to 22.04.2025**	**Respective ITI/NSTI.** *(ITI must mark such trainees as non-Aadhar trainee through the respective ITI login)* **Concern Nodal ITI/NSTI.** *(for completing trainee verification of non-Aadhaar trainees)*

It is the responsibility of the State/UT Directorate and ITI to ensure that all trainees complete the Trainee Verification process according to the schedule. No further extension of the cut-off date is possible due to upcoming examination activities. A unique PRN (Permanent Registration Number) is generated only after the trainee completes this step, confirming the trainee's admission with DGT on the portal. Remaining trainees will be considered inactive, and no further activity is allowed for them on the DGT portal. The FAQ document for Trainee Verification is attached in Annexure I for reference.

This issues with the approval of competent authority.

Yours faithfully

(Ujjwal Biswas)
Director, TC

Copy for kind information to: -
1. PSO to DG/AS, DGT, New Delhi
2. DDG, DGT, New Delhi
3. DDG (South Zone) and DDG (East Zone)

Copy for necessary action to: -
1. Directors, of State Governments/UTs.
2. All RDSDEs & NSTIs.
3. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
4. Executive Director, NIMI, Chennai
5. CEO, NSDC - for technical support on SIDH portal.

(Raju Kannam)
Deputy Director, TC

Enclosure:
As mentioned above.

<u>CTS Trainee Verification Process on SIDH portal (Session 2024)</u>

<u>Trainee Verification is three-step process</u>

1. Mobile Verification: The trainee's registered mobile number will be authenticated through an OTP received on their mobile. (This number does not need to be registered with Aadhaar)

2. Photo Capture: The ITI will capture the trainee's photo at this step, which will be used for printing on the hall ticket, certificate, etc.

3. KYC: Trainee identity verification will be conducted through this step using Aadhaar or non-Aadhaar methods.

<u>Frequently asked Questions (FAQs)</u>

Query	Description	Reason	Solution
Query -1	**ITI Login:** User type not supported or invalid user.	**ITI Mistake:** ITI is trying to login with un-registered mobile number.	Please check your registered mobile number in below link and login with correct/registered mobile number. http://164.100.117.165/itiadmission/
Query -2	**ITI Login:** While ITI login with registered mobile number, system is giving error *"Please complete trainee verification by visiting your ITI and login here after PRN generation"*	**ITI Mistake:** ITI has used its registered mobile number for trainee admission and uploaded trainee data for the session 2024.	ITI needs to update the trainee's mobile number to a new one by contacting the respective state directorate. The option to change the trainee's mobile number is available in the respective state login. After the trainee's mobile number has been updated, ITIs can log in and proceed with the trainee verification process.

Query -3	**Trainee Verification:** During trainee mobile verification additional pop-up showing "Mobile Conflict found"	**State/ITI/Trainee mistake:** Trainees who are already exist in the SIDH system with one mobile number have been uploaded by using different mobile number.	Additional functionality will be triggered to change their old mobile number to current uploaded mobile number. *Click on change mobile number→ Enter Aadhaar number→ enter OTP received on Aadhaar registered mobile number → Enter mobile number which was used to upload trainee data for the admission 2024→ submit OTP→ Mobile number will be changed successfully.* Important note: When system asks for new mobile number, ITI has to enter the mobile number which was used for uploading trainee data for the session 2024.
Query -4	**Trainee Verification:** During trainee eKYC following error is noticed "Invalid OTP /Incorrect OTP"	**State/ITI Mistake:** It is noticed that, around 16000 trainees have entered in system with mobile numbers have already been used by some other trainees in SIDH system.	ITIs can continue trainee verification for these trainees in the same way. During eKYC, a special pop-up will open for the ITI to provide the new trainee mobile number. Once the mobile number is successfully replaced with the old one, the pop-up will close, and the trainee can complete the eKYC process.
Query -5	**Trainee Verification:** During trainee verification following error is noticed ***"Something went wrong"***	**Server response issue:** These cases are occurred due to unexpected error in server.	The identified cases have been permanently fixed on the server. If any ITI still encounters this error, please inform your respective state directorate with a list of trainee mobile numbers. State directorates may communicate with the DGT-TC section.

Query -6	**Aadhaar Mobile issue:** Aadhar linked mobile is not available with the trainee	**Trainee lost his/her Aadhaar registered mobile number.**	Trainee can update new mobile number in Aadhaar and proceed for eKYC.
Query -7	**Trainee Mobile issue:** Trainee Mobile number is not accessible.	**Trainee mistake:** DGT has given clear instructions to preserve mobile and email id till certificate generation.	The respective state directorates have the functionality to change a trainee's mobile number. Please note that the trainee's mobile number cannot be changed once eKYC is completed.
Query -8	**Aadhar OTP issue:** Aadhar OTP is not received by trainee.	**Aadhar OTP is not received/delayed:** May be network issue. Trainee may be checking for OTP in non-registered mobile.	Trainee may try after some time or in a network area. Please check on Aadhaar registered mobile number.
Query -9	**Aadhar number wrongly entered:** Unable to match uploaded Aadhar number and entered Aadhaar number (in case of Aadhaar trainees)	**Mis-entry of Trainee Aadhaar number by ITI/State:** During the data migration process, trainee Aadhaar number might be wrongly entered.	ITI can request a correction for the Aadhaar number on the same screen and provide the correct Aadhaar number to the state. The State Directorate already has the authority to change the Aadhaar number of trainees.