USER MANUAL

ITI TRAINEE VERIFICATION

STEP- 1 :- Open NCVT site using the URL, www.ncvtmis.gov.in

STEP- 2 :- Go to **Trainee Profile** Page under Trainee Menu.

STEP- 3:- Enter the Trainee Details to Authenticate the Trainee.

- Registration No.
- Father/Guardian Name
- Date Of Birth
- Enter Image text

STEP- 4 Click the Remember Me checkbox

STEP- 5 Click on **Submit** Button.

STEP- 6 :- Click on **Verify Trainee** hyperlink.

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My Profile- ALKA

➡ Close Session | **Verify Trainee**

Trainee Profile

Session	August-2018	Admission Date	14-Aug-2018
UID No	856985217459	Trainee Name	ALKA
Date Of Birth	01-Jun-1999	Gender	Female
Category	General	Horizontal Category	General
Minority	NA	State Registration No.	
Father/Guardian Name	SH. RAM DAS	Mother Name	MRS. RADHIKA DAS
Mobile No.		Email ID	
Highest Qualification	PGDBA	Is Trainee Dual Mode	No

Trainee Institute Detail

ITI Name	PR10000427-Jai Baba Baidyanath ITC	Application Form No	60004999999
Trade Allocated	Electrician	Trainee Type	Regular
Shift	Shift 1	Unit	Unit 1
Admission Given In Category	General	Remarks/Additional Information	

Eligibility for Appearing in Exam
Total Hits : 3,322,412 | Yearly Hits : 6,188 | Monthly Hits : 280,184

STEP-7 :- Check the following Trainee Details :-

- Trainee Name
- Date Of Birth
- Father's Name
- Mother's Name

NOTE:-

Update the above details only when any modification is required.

STEP-8 :- Enter the valid **Mobile Number** and **Email ID** of Trainee.

NOTE:-

a) Verify the Mobile Number and Email ID before submission
b) A mobile Number and an Email ID can be used to verify only a single Trainee.

STEP- 9 :- Click the Formal Declaration checkbox.

STEP- 10:- Click the Submit button.

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Trainee Verification

This information will be used for all future official communication to/from DGT, it will not effect your existing profile (Correct Mobile and Email is mandatory)

You can Re Send the OTP maximum of 3 times

Enter OTP for 9599489380 * | 999023 | Re Send OTP   ← **OTP received on Mobile Number**

Enter OTP for anurag.verma1@wipro.com * | 563165 | Re Send OTP   ← **OTP received on Email ID**

[Back]   [Submit]

Enter OTP for Email ID #cphBody_txtPEmailOtp
Total Hits : 3,322,412 | Yearly Hits : 6,188 | Monthly Hits : 280,184

"Record Saved Successfully" message will get populated.

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Recored Saved Sucessfully

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NOTE:-

RESEND

In case you have not receive OTP within 2- 3 minutes. Click on **Resend OTP** link. Resend OTP link takes 30 seconds to get activate after the first OTP sent by the system. Resend functionality can be used only three times.

Edit Mobile Number or Email ID

a) Click on Back Button.
b) Change the Mobile Number / Email ID and Click on Submit Button.