

File No. DGT-MIS011/1/2025-O/o DIR (TC) [71015]
Government of India/ भारत सरकार
Ministry of Skill Development & Entrepreneurship/ कौशल विकास एवं उद्यमशीलता मंत्रालय
Directorate General of Training/ प्रशिक्षण महानिदेशालय

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date: 09.01.2026

To

The Principal Secretaries of all the States/UTs
(dealing with Craftsmen Training Scheme).

Ref: - # DGT-MIS011/1/2025-O/o DIR (TC) [71015] dated 08.04.2025 & 09.10.2025.
DGT-39/2024-ITCell [64475] dated 18.11.2025

Subject: Revised Trainee Verification Schedule for Craftsmen Training Scheme courses in Industrial Training Institutes for Session 2025 – reg.

Sir/Madam,

The Directorate General of Training (DGT), under the Ministry of Skill Development and Entrepreneurship, coordinates national vocational training programmes in Industrial Training Institutes (ITIs). While the DGT is responsible for prescribing standards and conducting trade test, the day-to-day administration of ITIs is carried out by the respective State Governments and Union Territory Administrations.

2. The DGT issues a Training Calendar for each academic session to all State/UT Directorates to facilitate the CTS admission process in Government and Private ITIs in accordance with the prescribed timelines. For the academic Session 2025, the cut-off date for admissions in all Government and Private ITIs was 17th October 2025, and all State/UT Directorates have successfully migrated the data of admitted trainees from their respective State/UT portals to the SIDH portal.

3. As per the schedule, the verification of trainees admitted in all Government and Private ITIs for Session 2025 was actually scheduled to commence from 13th November 2025. However, the process was postponed to enable configuration of necessary provisions in SIDH for extending benefits to ITI trainees in accordance with the National Education Policy (NEP) 2020.

4. In line with NEP 2020, necessary provisions have now been incorporated in the SIDH portal for generation of APAAR (Automated Permanent Academic Account Registry) ID for trainees admitted in all Government and Private ITIs across the country. This initiative will enhance digital storage of academic records, facilitate credit transfer and certification, and promote learner mobility in alignment with the National Credit Framework (NCF) for ITI trainees.

5. All Principals of Government and Private ITIs are requested to carefully go through the guidelines contained in the Office Memorandum dated 09.01.2026 (copy attached), regarding implementation of APAAR ID for trainees admitted in CTS courses in all ITIs from Session 2025. Accordingly, ITI Principals shall ensure collection of the prescribed consent form from trainees/parents, prior to completion of trainee verification through Aadhaar e-KYC (Step-3 of trainee verification) from the ITI approver login.

6. It is further clarified that generation of APAAR ID is recommended for ITI trainees, particularly for credit-based and NSQF-aligned programmes. However, no trainee shall be denied trainee verification in case they are not willing to generate an APAAR ID or do not wish to undergo Aadhaar-based authentication. For such trainees, an alternative non-Aadhaar verification mechanism has been provided on the same screen in the SIDH portal.

7. To complete trainee verification through the non-Aadhaar mode, the ITI shall mark the trainee as "Non-Aadhaar", thereafter the trainee shall approach the designated Nodal ITI along with original certificates for completion of trainee verification. The User Manual for Trainee Verification issued by this Directorate General is enclosed as Annexure-I.

8. In this context, the revised schedule for trainee verification for trainees admitted in Session 2025 in all Government and Private ITIs across the country is as under:

Activity	Revised dates	Responsibility
Trainee Verification schedule (for both Aadhaar and non-Aadhaar verification flows) <i>(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)</i> <i>Note(s):</i> <ol style="list-style-type: none"> 1. Trainees are not permitted to perform trainee verification directly on the SIDH portal. 2. ITIs are authorized to complete trainee verification through Aadhaar eKYC of a trainee. 3. In case of trainees unwilling to undergo Aadhaar authentication/APAR ID generation may complete trainee verification through a Nodal ITI, after being marked as Non-Aadhaar by the admitting ITI. 4. A Permanent Registration Number (PRN) shall be generated immediately upon successful completion of trainee verification, whether through Aadhaar-based or non-Aadhaar verification processes. 5. Only trainees possessing a valid PRN shall be treated as duly admitted and shall be eligible to participate in all subsequent academic and examination-related activities. 	28.01.2026 to 22.04.2026 [80 Days]	Concern ITI

"Trainees whose Permanent Registration Number (PRN) is not generated on or before the specified cut-off date will be deemed ineligible. Their records will be automatically deactivated from the system after cut-off date of trainee verification, and no subsequent claims for admission or examination will be considered."

9. In case of any query/issue during trainee verification, ITI Principals are advised to contact their respective State/UT Directorates for assistance. State/UT Directorates may guide ITIs to complete the process as per the prescribed guidelines and timelines. Any unresolved issues at the State/UT level may be brought to the notice of this Directorate through email at cts-admissions@dgt.gov.in. It is reiterated that only emails sent to this email ID will be considered.

10. This issues with the approval of the Competent Authority.

(Ujjwal Biswas)
Director, TC

Copy for necessary action to: -

1. Directors, All State/UT directorates.
2. All RDSDEs.
3. Principals, NSTIs.
4. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
5. NSDC - for technical support on SIDH portal.
6. Executive Director, NIMI, Chennai.

Copy for kind information to: -

1. Sr PPS to Secretary, MSDE, New Delhi
2. Sr PPS to DG/AS, DGT, New Delhi
3. PPS to DDG, DGT, New Delhi
4. DDG South and DDG East

(Raju Kannam)
Deputy Director, TC

Enclosure:

As mentioned above.

File No. DGT-39/2024-ITCell [64475]
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date: 18.11.2025

To

The Principal Secretaries of all the States/UTs
(Dealing with Craftsmen Training Scheme).

Ref: - # DGT-MIS011/1/2025-O/o DIR (TC) [71015] dated 09.10.2025 (copy enclosed).
Subject: Postponement of trainee verification for the trainees admitted in Craftsmen Training Scheme (CTS) courses for the Session - 2025 - regarding.


Sir/Madam,

The deadline for admission to all government and private ITIs nationwide for the 2025 session is October 17, 2025. Data migration of admitted trainees by all State/UT directorates is currently in progress as per the schedule mentioned in the letter dated 09.10.2025.

Trainee verification was originally scheduled to begin on 13.11.2025. However, due to administrative reasons, trainee verification for PRN generation of trainees admitted in ITIs for the 2025 session has been postponed. New dates for trainee verification will be communicated soon.

There are no changes to the API data migration dates, training closing date, etc., as mentioned in the letter referenced above.

This issues with the approval of competent authority.

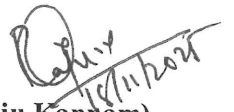

(Ujjwal Biswas)
Director, TC

Copy for kind information to: -

1. Sr PPS to Secretary, MSDE, New Delhi
2. Sr PPS to DG/AS, DGT, New Delhi
3. PPS to DDG, DGT, New Delhi
4. DDG South and DDG East

Copy for necessary action to: -

1. Directors, All State/UT directorates.
2. All RDSDEs.
3. Principals, NSTIs.
4. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi


(Raju Kannam)
Deputy Director, TC

Enclosure:

As mentioned above.

File No. DGT-MIS011/1/2025-O/o DIR (TC) [71015]
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date:09.10.2025

To

The Principal Secretaries of all the States/UTs
(Dealing with Craftsmen Training Scheme).

Ref: - # DGT-MIS011/1/2025-O/o DIR (TC) [71015] dated 08.04.2025 & 11.09.2025 (copies enclosed).

Subject: Extension of closing date of admission and revised API schedule for Craftsmen Training Scheme (CTS) courses in Industrial Training Institutes (ITIs), Session - 2025 - 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 facilitate the CTS admission process in government and private ITIs according to the specified schedule. The admission Calendar for the 2025 session sets the cut-off date for admission in all government and private ITIs nationwide as 30th August 2025. This deadline was later extended to 30th September 2025 due to the impact of natural calamities.
3. The Directorate has received numerous requests from State/UT directorates, ITI associations, and ITIs to extend the closing date for admissions for the session due to low admission percentages caused by natural calamities such as floods and landslides affecting many states.
4. After review, the Directorate General has decided to grant an extension to the closing date for CTS admissions in all government and private ITIs nationwide as follows:

Activity	Revised dates	Responsibility
Closing date of admission in all government and private ITIs across the country. <i>(With the condition that, State/ITI should ensure extra classes during holidays/Sundays to cover up syllabus for the trainees admitted during this extension period)</i>	17.10.2025 (Modified) <i>[All types of admissions including walk-in admissions also to be completed on or before this date]</i>	Respective State/UT directorate/NSTI
Start date of the academic session (starting date of training).	01.09.2025 (No Change)	Respective State/UT directorate/NSTI/ITI
End date of the academic session (closing date of training).	16.06.2026 (No Change)	Respective State/UT directorate/NSTI/ITI
<u>API Schedule-I</u> Trainee data Upload by State/UT Directorate through API/Template.	22.10.2025 to 06.11.2025 (16 Days)	Respective State/UT directorate/NSTI



<p>(By all the States/UTs & NSTIs)</p> <p>Note: The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</p>		
<p>Last date to concern ITI to verify trainee's data uploaded by respective State/UT directorate and inform State/UT directorates for any pending records for upload.</p>	12.11.2025	Concern ITI.
<p><u>API Schedule-II</u></p> <p>Pending trainee Data Upload by State/UT Directorate through API/Template as per ITI grievances.</p> <p>(By all the States/UTs & NSTIs)</p> <p>Note: The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</p>	13.11.2025 to 24.11.2025 (12 Days)	Respective State/UT directorate/NSTI
<p><u>API Schedule-III (with fine of Rs.10/- per trainee)</u></p> <p>Pending trainee Data Upload by State/UT Directorate through API/Template.</p> <p>(By all the States/UTs & NSTIs)</p> <p>Note: 1. The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</p> <p>2. Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.</p>	25.11.2025 to 05.12.2025 (11 Days)	Respective State/UT directorate/NSTI
<p><u>API Schedule-IV (with fine of Rs.100/- per trainee)</u></p> <p>Pending trainee Data Upload by State/UT Directorate through API/Template.</p> <p>(By all the States/UTs & NSTIs)</p> <p>Note: 1. The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</p> <p>2. Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.</p>	08.12.2025 to 20.12.2025 (13 Days)	Respective State/UT directorate/NSTI

Trainee Verification schedule <i>(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)</i> 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. 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. Nodal ITI trainee verification schedule will be provided in due course of time.	13.11.2025 to 28.02.2026	Concern ITI
---	---------------------------------	--------------------

5. The user manual and checklist for trainee data migration are attached as Annexure I and II. State/UT directorates can contact us at **cts-admissions@dgt.gov.in** for technical support during data migration. Please note that only emails sent to this email address will be considered.

This issues with the approval of competent authority.



(Ujjwal Biswas)
Director, TC

Copy for kind information to: -

1. Sr PPS to Secretary, MSDE, New Delhi
2. Sr PPS to DG/AS, DGT, New Delhi
3. PPS to DDG, DGT, New Delhi
4. DDG South and DDG East

Copy for necessary action to: -

1. Directors, All State/UT directorates.
2. All RDSDEs.
3. Principals, NSTIs.
4. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
5. NSDC - for technical support on SIDH portal.
6. Executive Director, NIMI, Chennai.



(Raju Kannam)
Deputy Director, TC

Enclosure:

As mentioned above.

7th Floor, Kaushal Bhawan,
Chanakypuri, New Delhi-110023

Date: 08.04.2025

To

Principal Secretaries of all the State Governments/UT Administrations
(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: 2025 -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 training calendar-2025 for running **Craftsmen Training Scheme (CTS)** in Industrial Training Institutes (ITIs) nationwide is given as follows:

I. Training Schedule for One- year and Two-Year Trades: Session 2025.

S.no	Activity	Timelines*
1	Advertisement for admission by concerned Directorates of State/UT.	April 2025
2	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government & Private ITIs.	30.08.2025
3	Closing date for Admissions by concerned directorates of State/UT. (Both in Government & Private ITIs).	30.08.2025
4	Trainee Data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs)	15.09.2025 to 04.10.2025
5	Trainee Verification. (ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)	13.10.2025 to 31.01.2026




1/8

	<p><i>Note(s):</i></p> <ol style="list-style-type: none"> 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. <p><i>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.</i></p>	
6	Trainee Verification through Nodal ITI (only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)	12.01.2026 to 31.01.2026
7	Start of Academic Session (Starting date of Training).	01.09.2025
8	End of Academic Session (Closing date of Training).	16.06.2026
9	AITT	July/August 2026

Total 1590 Hours= 1200 Hrs Training Hours + 150 Hrs OJT/Group Project + 240 Hrs Language subject for NIOS

II. Training schedule for six months Trades: Session 2025.

S.no	Activity	Timelines*
Six Months duration trades Batch-I (01.09.2025 to 23.01.2026)		
1	Advertisement for admission by concerned Directorates of State/UT.	April 2025
2	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government & Private ITIs.	30.08.2025
3	Closing date for Admissions by concerned Directorates of State/UT. (Both in Government & Private ITIs).	30.08.2025
4	Trainee Data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs)	15.09.2025 to 04.10.2025

5	Trainee Verification. <i>(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)</i> <i>Note(s):</i> <ol style="list-style-type: none"> 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. 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. 	13.10.2025 to 31.01.2026
6	Trainee Verification through Nodal ITI <i>(only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)</i>	12.01.2026 to 31.01.2026
7	Start of Academic Session (Starting date of Training).	01.09.2025
8	End of Academic Session (Closing date of Training).	23.01.2026
9	AITT	January/February 2026
Six Months duration trades Batch-II (27.01.2026 to 16.06.2026)		
10	Advertisement for admission by concerned Directorates of State/UT.	December 2025
11	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government & Private ITIs.	24.01.2026
12	Closing date for Admissions by concerned Directorates of State/UT. (Both in Government & Private ITIs).	24.01.2026
13	Trainee Data Upload by State/UT Directorate through API/Template. <i>(By all the States/UTs & NSTIs)</i>	02.02.2026 to 14.06.2026
14	Trainee Verification. <i>(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)</i> <i>Note(s):</i> <ol style="list-style-type: none"> 1. Trainees are not permitted to perform trainee verification directly on the SIDH portal. 	16.02.2026 to 07.03.2026

3/8

	<p>2. ITIs are authorized to complete trainee verification only through Aadhaar eKYC of a trainee.</p> <p>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.</p>	
15	Trainee Verification through Nodal ITI (only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)	02.03.2026 to 07.03.2026
16	Start of Academic Session (Starting date of Training).	27.01.2026
17	End of Academic Session (Closing date of Training).	16.06.2026
18	AITT	July/August 2026

***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. 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 school 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, social 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.

4/8

7. Following is the tentative timeline for affiliations for the session 2025 admission

Affiliation activity	Cut-off date
Cut-off date for online Inspection reports for considering in session 2025, i.e., inspection reports received after this date will not be considered for session 2025.	15.06.2025
Tentative date of SCAA meeting	last week of June 2025
Compliance cases time frame for the ITIs having deficiencies	20.07.2025
Tentative date of SCAA for compliance cases	Third week of July 2025
Cut of date for affiliation for the session 2025, i.e. affiliation granted after this date will not be allowed to admit trainees in session 2025 (including all compliance reports received till 20.07.2025).	31.07.2025

8. Escalation matrix to be followed by all stakeholders for any queries related to CTS admissions 2025:

Level	Source	Grievance	Responsible authority to address grievances
Level-1	Trainee	All types of trainee's grievances related to CTS admissions 2025	Concerned 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 concerned State/UT Directorate or RDSDE (in case of NSTI grievances)
Level-3	State/ UT Directorate or RDSDE (in case of NSTI grievances)	Consolidated grievances (related to CTS admission 2025) 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)

Trainee Responsibilities:

1. **Trainees who have active admission are not allowed to take admission again in another CTS course in the session 2025, if he/she has taken admission without information will be deemed to be cancelled.**
2. 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.
3. For any issues related to admission and data upload on the SIDH portal, trainees should contact their respective ITI Principals.
4. Trainees have to complete trainee verification through the ITIs in which they have taken admission and PRN will be generated once trainee verification is completed.

5/8

5. 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.

ITI Responsibilities:

1. Any ambiguity or discrepancies in the seat matrix must be reported to the respective State/UT Directorate with supporting documents by 21.07.2025. After the deadline, the seat matrix will be considered final, and no corrections will be accepted until the completion of the 2025 session. (Requests directly from ITIs will not be entertained).
2. During trainee admission, ITIs must ensure the following with the trainees:
 - **Trainees with active admission are not allowed to enroll in another CTS course. If a trainee enrolls without informing the ITI, their admission will be considered cancelled. It is essential for the ITI to verify this and obtain an undertaking from trainees at the time of admission.**
 - 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.
 - To avoid verification issues during trainee admission, ensure that the Aadhaar details of the trainee match those on their SSC/class X certificate. Any discrepancies between the two documents should be rectified promptly before cut-off date of admission.
 - 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.
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 2025 will be eligible for admissions in Session 2025.
5. ITIs are responsible for coordinating with respective State/UT Directorates to ensure all trainees admitted in their ITI are uploaded/migrated to the DGT portal as per the schedule mentioned above. DGT will not consider any submissions outside the given time frame.
6. ITIs are advised to refer to guidelines and manuals published by DGT periodically through its platforms/emails.
7. ITIs are required to verify trainee data in all respects before uploading it on the SIDH portal. Once uploaded, any modification or deletion of records is 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.



6/8

10. ITIs should refer to the DGT manuals/videos provided for the "Trainee Verification Process" and follow the instructions accordingly.
11. In case of any difficulties during trainee verification, ITIs are advised to seek immediate assistance from the Nodal ITI Principal/State Directorate.
12. ITIs are strictly prohibited from using trainees Aadhaar numbers for the purpose of eKYC for ITI login, as this may result in the cancellation of trainee admission.


State/ UT Directorate Responsibilities:

1. **Trainees with active admission are not allowed to enroll in another CTS course for the session 2025. If a trainee enrolls without informing, the admission will be considered cancelled. The state must verify it and obtain an undertaking from the ITI Principal during data submission to the State/UT Directorate.**
2. All State/UT Directorates must maintain their own "Online Admission" portal for government and private ITIs.
3. State/UT 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.
4. State/UT Directorates must ensure that admissions in ITIs are based on the seat matrix available on the DGT portal(s).
5. Any ambiguity or mismatch in the seat matrix must be reported to the TC section with supporting documents by 21.07.2025. After the deadline, the seat matrix will be considered final, and no corrections will be accepted until the completion of the 2025 session. (Requests directly from ITIs will not be entertained)
6. 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.
 - To avoid verification issues during trainee admission, ensure that the Aadhaar details of the trainee match those on their SSC/ class X certificate. Any discrepancies between the two documents should be rectified promptly before cut-off date of admission.
 - 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.
7. Only ITIs affiliated as of 31st July 2025 will be eligible for admissions in Session 2025.
8. State/UT Directorates must correct and re-upload records within the given timeframe by DGT based on error reports.
9. State/UT directorates and ITIs are advised to refer to guidelines and manuals published by DGT periodically through their platforms/emails.



10. State/UT directorates are required to verify trainee data thoroughly before uploading it on the SIDH portal. Once uploaded, any modification or deletion of records is strictly not allowed.
11. 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.
12. 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.
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/UT 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/UT Directorates are requested to sensitize about 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.
18. Check list for data migration, user manuals for trainee verification is attached in annexures.

This issues with the approval of competent authority.


(Ujjwal Biswas)
Director-TC

Encl.: Annexure - I, Annexure - II and Annexure - III

Copy for kind information to:

1. Sr. PPS to Secretary, MSDE
2. OSD to DG/AS, DGT, New Delhi
3. DDG-HQ (IS), DDG-South (AK) and DDG-East (SKG)

Copy for necessary action to:

4. Directors, State Directorates/UTs dealing with CTS.
5. All RDSDEs and Principals of all NSTIs.
6. Director - CFI, TT, IT, CD at DGT, New Delhi
7. Director-NIMI


(Raju Kannam)
Deputy Director-TC

18

File No. DGT-MIS011/1/2025-O/o DIR (TC) [71015]
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date: 11.09.2025

To

The Principal Secretaries of all the States/UTs
(Dealing with Craftsmen Training Scheme).

Ref: - # DGT-MIS011/1/2025-O/o DIR (TC) [71015] dated 08.04.2025 (copy enclosed).

Subject: Extension of closing date of admission and revised API schedule for Craftsmen Training Scheme (CTS) courses in Industrial Training Institutes (ITIs), Session - 2025 - 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. Accordingly, the DGT releases a Training Calendar for each session to all the State/UT directorates for carrying out CTS admission process in all government and private ITIs as per the given schedule. As per the timelines mentioned in admission Calendar 2025 session, the cut-off date for admission in all government and private ITIs across the country would be 30th August 2025.
3. The Directorate has received numerous requests from State/UT directorates, ITI associations, and ITIs to extend the closing date for admissions for the session due to low admission percentages caused by natural calamities such as floods and landslides affecting many states.
4. After careful consideration, the Directorate General has decided to grant a one-time extension to the closing date for CTS admissions in all government and private ITIs nationwide. The new extended closing date is as follows:

Activity	Revised dates	Responsibility
Closing date of admission in all government and private ITIs across the country. <i>(With the condition that, State/ITI should ensure extra classes during holidays/Sundays to cover up syllabus for the trainees admitted during this extension period)</i>	30.09.2025 (Modified) <i>[All types of admissions including walk-in admissions also to be completed on or before this date]</i>	Respective State/UT directorate/NSTI
Start date of the academic session (starting date of training).	01.09.2025 (No Change)	Respective State/UT directorate/NSTI/ITI
End date of the academic session (closing date of training).	16.06.2026 (No Change)	Respective State/UT directorate/NSTI/ITI

<u>API Schedule-I</u> Trainee data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) <i>Note: The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</i>	10.10.2025 to 24.10.2025	Respective State/UT directorate/NSTI
Last date to concern ITI to verify trainee's data uploaded by respective State/UT directorate and inform State/UT directorates for any pending records for upload.	31.10.2025	Concern ITI.
<u>API Schedule-II</u> Pending trainee Data Upload by State/UT Directorate through API/Template as per ITI grievances. (By all the States/UTs & NSTIs) <i>Note: The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</i>	03.11.2025 to 11.11.2025	Respective State/UT directorate/NSTI
<u>API Schedule-III (with fine of Rs.10/- per trainee)</u> Pending trainee Data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) <i>Note: 1. The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</i> <i>2. Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.</i>	17.11.2025 to 24.11.2025	Respective State/UT directorate/NSTI
<u>API Schedule-IV (with fine of Rs.100/- per trainee)</u> Pending trainee Data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) <i>Note: 1. The State/UT directorate must correct any errors in trainee data and re-upload it by the specified cut-off date, following the instructions provided in Annexure-II.</i> <i>2. Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.</i>	26.11.2025 to 02.12.2025	Respective State/UT directorate/NSTI




Trainee Verification schedule <i>(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)</i> Note(s): <ol style="list-style-type: none"> 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. <i>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.</i> Nodal ITI trainee verification schedule will be provided in due course of time.	20.10.2025 to 30.01.2026	Concern ITI
--	---------------------------------	--------------------

5. This is final extension and no further chance of extension in admission cut-off date is possible and no such requests are considered beyond this date.
6. The user manual and checklist for trainee data migration are attached as Annexure I and II. State/UT directorates can contact us at **cts-admissions@dgt.gov.in** for technical support during data migration. Please note that only emails sent to this email address will be considered.

This issues with the approval of competent authority.




(Ujjwal Biswas)
Director, TC

Copy for kind information to: -

1. Sr PPS to Secretary, MSDE, New Delhi
2. Sr PPS to DG/AS, DGT, New Delhi
3. Sr PPS to DDG, DGT, New Delhi
4. DDG South (AK) and DDG East (SKG)

Copy for necessary action to: -

1. Directors, All State/UT directorates.
2. All RDSDEs.
3. Principals, NSTIs.
4. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
5. NSDC - for technical support on SIDH portal.
6. Executive Director, NIMI, Chennai.



(Raju Kannam)
Deputy Director, TC

Enclosure:

As mentioned above.

User Manual – Admission State User (Trainee Data Upload via API)

1. Introduction

This document provides guidelines for **Admission Side State Users** to upload trainee data using APIs. The process involves two main steps:

1. **Login Authentication** with mobile number, password, and role
2. **Uploading trainee JSON data** using the generated access token

2. Authentication (Login API)

Endpoint (Production): <https://auth-iti.skillindiadigital.gov.in/auth/api/admission/login>

Method: *POST*

Headers: *Content-Type: application/json*

Request Body (Sample)

```
{  
  "mobile": "9999999999",  
  "password": "Password@123",  
  "role": "admission_state_admin"  
}
```

Expected Response (Success)

```
{  
  "status": "success",  
  "message": "Token generated successfully",  
  "data": "<JWT_Token>"  
}
```

Note:

- The data field contains a JWT Token.
- The token remains valid for 30 minutes.
- After expiry, a new token must be generated.

3. Upload Trainee Data (Upload API)

Endpoint (Production): <https://iti-api.skillindiadigital.gov.in/v1/state/Uploadjson>

Method : *POST*

Headers:

Authorization: Bearer <ACCESS_TOKEN_FROM_API_LOGIN>

Content-Type: application/json

Request Body (Sample – anonymized)

```
[
  {
    "StateRegNumber": "STU123456",
    "TraineeName": "Anita Sharma",
    "UIDNumber": "111122223333",
    "DateOfBirth": "2000-05-15",
    "Gender": "Female",
    "Category": "OBC",
    "FatherGuardianName": "Rajesh Sharma",
    "MotherName": "Kavita Sharma",
    "MobileNumber": "8888888888",
    "EmailID": "anita.sharma@example.com",
    "Session": "82024",
    "AdmissionDate": "2024-07-01",
    "HighestQualification": "12th",
    "Trade": "Fitter (NSQF)",
    "Shift": "1",
    "Unit": "1",
    "IsTraineeDualMode": "no",
    "MISITICode": "GR0ITIC025",
    "PersonwithDisability": "no",
    "PWDcategory": "",
    "EconomicWeakerSection": "yes",
    "TraineeType": "Regular"
  }
]
```

4. API Constraints

- Token Validity: 30 minutes
- Role Restriction: Only admission_state_admin role is allowed to upload data
- Data Format: Must be in valid JSON format

Input Checklist for State upload of 2025 Admissions data

- All the fields are mandatory (except Aadhar number), ensure you fill each one of them
- Make sure there are no missing values or gaps
- Verify data is entered in the correct fields
- Identify and remove duplicate entries and Cross check for existing records before adding new data
- Identify and record who entered the data for accountability

#	Field	Valid inputs	Remedial actions
1	State Registration Number (SRN)	Only Alphanumeric values (A to Z, 0 to 9) without any special characters	Re-Check the input SRN for any special characters, spaces and duplicacy and then resubmit the trainee details
2	Mobile Number	a. Should be 10 digits (without prefixes '+91' or '0') b. No allotting of same number to more than one trainee	Re-submit the trainee details after: a. Entering the mobile number in the correct format b. Resolving the conflict in case the input mobile number is already mapped to other trainees in the system.
3	UID Number	a. This field may be left blank if the Aadhaar number is not available for the trainee b. Should be 12 digits (should not start with a '0')	Re-submit the trainee details after: a. Entering the Aadhaar number in the correct format b. Resolving the conflict in case the input Aadhar number is already mapped with another mobile number in the system.
4	Trainee Name	a. Only alphabets (A to Z) and the four special characters '—', '-', '"', '.' b. Trainee Name length should be less than 100 characters	Remove any invalid characters and ensure the trainee's name is less than 100 characters before re-submitting
5	Gender	Only values : 'Male', 'Female', 'Others'	Re-submit after ensuring the input value is one of the three allowed options
6	Date of Birth	a. Date of Birth should be in yyyy-mm-dd format b. Trainee Age should be greater than 14 years as on 2025-09-01	Ensure the Date of Birth is in the correct format and trainee is older than 14 years before re-submitting
7	Father / Guardian Name	a. Only alphabets (A to Z) and the four special characters '—', '-', '"', '.' b. Trainee Name length should be less than 100 characters	Remove any invalid characters and ensure the Father / Guardian's name is less than 100 characters before re-submitting

8	Mother Name	a. Only alphabets (A to Z) and the four special characters ‘-’, ‘.’, ‘,’, ‘_’ b. Trainee Name length should be less than 100 characters	Remove any invalid characters and ensure the Mother's name is less than 100 characters before re-submitting
9	Email ID	The entered email address should consist of an email prefix, @ symbol, and an email domain	Ensure that the input email address is in valid format and there is no duplicacy before re-submitting
10	Category	Only values: General, Other Backward Class, Schedule Castes, Schedule Tribes.	Re-submit after ensuring the input value is one of the Four allowed options
11	Highest Qualification	Only Values: 8th, 10th, 12th, Diploma, Graduate and Above	Re-submit after ensuring the input value is one of the Five allowed options
12	ITI MIS Code	a. Only Alphanumeric values (A to Z, 0 to 9) without any special characters b. ITI code should be available in ITI Master for your state	Re-submit the trainee details after: a. Ensuring that entered ITI code is in correct format b. Ensuring that the ITI MIS code is mapped to your state in the ITI Master c. Ensuring ITI seat affiliation is present in the seat matrix for input trainee ITSU
13	Trade	Only enter the Trade Name as mentioned in the Trade Master	Re-Submit the input Trade name after: a. Ensuring the corresponding ITI is affiliated with the Trade b. Referring to the latest Trade Master file available to you
14	Shift	a. Valid shifts are 1,2,3 (for 1- and 2-year trades) b. Valid shifts are 1,2,3 (for 6-month trade, session I) 6,7,8 (for 6-month trade, session II)	Re-submit after entering the correct shifts as indicated
15	Unit	Only values between 1 to 40	Re-submit after ensuring the input value is within the indicated range
16	Session	Session number must be 82025	Re-submit after entering the indicated Session number
17	Admission Date	Date range must be between 2025-05-01 to 2025-10-17	Re-submit after ensuring the input date range is between the specified values
18	Trainee Type	Only ' Private ' or ' Trainee '	Re-submit after ensuring the input value is one of the Two allowed options
19	Person With Disability	Only ' Yes ' or ' No '	Re-submit after ensuring the input value is a 'yes' or a 'No'

20	PWD Category	Allowed values are: Blind, Deaf, Motor Disability, Mental Disability	Re-submit after ensuring the input value is one of the Four allowed options
21	Is Trainee Dual Mode	'Yes' is allowed only if ITSU affiliated under DST. You can't make 'No' for DST affiliated ITSU 'No' is allowed only if ITSU not affiliated under DST. You can't make 'Yes' for non-DST ITSU.	Re-submit after ensuring the input value is a 'yes' or a 'No'
22	Economic Weaker Section	Only 'Yes' or 'No'	Re-submit after ensuring the input value is a 'yes' or a 'No'