

No. DGT-MIS011/14/2022-TC SECTION

Government of India/ भारत सरकार

Ministry of Skill Development & Entrepreneurship/ कौशल विकास एवं उद्यमशीलता मंत्रालय

Directorate General of Training/ प्रशिक्षण महानिदेशालय

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

Date: 25.02.2026

To
The State/UT Directors,
(dealing with Craftsmen Training Scheme)

Subject: Admission notification of Private candidates in eligible Government ITIs for session 2025-reg.

Sir/Madam,

A significant segment of the country's workforce has acquired trade-specific skills through years of hands-on industry experience rather than through formal institutional training such as Industrial Training Institutes (ITIs). However, due to the absence of formal certification, many such skilled individual face challenges in securing employment and career progression.

2. To address this gap, the Directorate General of Training (DGT) has provided a pathway for eligible candidates to obtain a National Trade Certificate (NTC) under the Craftsmen Training Scheme (CTS) by appearing directly in the All India Trade Test (AITT) as Private Candidates, without undergoing institutional training at ITIs.
3. Accordingly, DGT has issued revised guidelines (copy enclosed) for the admission of Private Candidates for AITT under CTS. The key provisions are as follows:

3.1 Eligibility of ITIs

Only Government ITIs with a grading of 4.0 and above are eligible to admit Private Candidates, subject to the following conditions:

- The ITI must have valid affiliation in the relevant trade under which it intends to admit Private Candidates for AITT.

- The ITI must have regular CTS trainees in the affiliated trade for the current and previous academic years.
- Private Candidates may be admitted only against vacant seats in a particular trade/unit.
- Admission must be within the prescribed proportion of total regular trainees in the concerned trade/unit for the Session 2025.
- The upper limit for admission of Private Candidates under Categories I, III, and IV shall not exceed 10% of total seating capacity.
- Category II candidates are exempted from the 10% cap.
- Vacant seat assessment must be carried out by the respective State/UT Directorate before inviting applications.

3.2 Responsibilities of State/UT Directorates: State/UT Directorates shall be responsible for:

- Inviting applications based strictly on assessed vacant seats.
- Scrutiny, screening, and selection of eligible candidates.
- Ensuring category-wise caps are strictly adhered to.
- Uploading selected Private Candidates on the designated portal within prescribed timelines.
- Maintaining complete documentation of the admission process.
- Retaining all records for a minimum period of 3 years from course completion.
- Producing documents to DGT as and when required.

4. Schedule of Activities

S. No.	Activity	Schedule	Responsibility
1	Completion of the admission process of Private candidates as per revised DGT guidelines.	on or before 20 th March 2026.	State/UT Directorate
2	Private candidate's trainee data migration or upload by states.	23 rd to 26 th March 2026.	State/UT Directorate
3	Cut-off date for trainee verification (Trainee verification and APAAR ID guidelines to be followed)	22 nd April 2026	Respective ITI

5. All State/UT Directorates are requested to strictly adhere to the above schedule. No request for extension of timelines shall be entertained.

6. This initiative is a significant step toward recognizing prior learning and enabling skilled workforce participation in the formal certification ecosystem under CTS.

7. State/UT Directorates are requested to ensure meticulous compliance with the guidelines and timelines.
8. The DGT reserves the right to cancel any Private Candidate admission at any stage and cancellation of NTC, if anomalies are detected.
9. The Hindi version of this communication will be issued separately.
10. This issues with the approval of Competent Authority.

Encl.: As above

Yours faithfully



(Ujjwal Biswas)
Director-TC

Copy for information to:

1. Sr. PPS to DG/AS, DGT, New Delhi
2. PPS to DDG, DGT New Delhi,
3. All Regional Directors, RDSDES
4. Director IT/TT cell, New Delhi
6. SIDH team for necessary configuration.



(Raju Kannan)
Deputy Director