दिलीप कुमार, भा.प्र.से.
महानिदेशक
Dilip Kumar, IAS
Director General

सत्यमेव जयते

D.O. No. DGT-MIS013/2/2023-O/o DIR(TC)   Date : 27/02/2026.

Dear Colleague,

As you are aware, the Directorate General of Training (DGT) has initiated implementation of the **National Instructor Management System (NIMS)** from the academic session 2026, vide this Directorate's letter dated 16.01.2026.

NIMS is envisaged as a transformational reform in instructor management across the ITI ecosystem. It will function as a *single source of truth* for instructor data and will form the foundation of the proposed National **Skill Instructor Registry (SIR)**. The platform will cover all Government and Private ITIs, NSTIs, PMKVY institutions, JSS Centres, etc., and all categories of instructors including regular, contractual, and guest faculty.

The key objectives of NIMS include:

- Establishing a verified and standardized national repository of instructors
- Enabling digital identity and lifecycle management
- ITI–Trade–Shift–Unit (ITSU) level mapping for optimal deployment
- Supporting Continuous Professional Development (CPD)
- Enhancing transparency and data-driven governance
- Introducing AI-based instructor rating
- Facilitating selection for National Teachers Awards.

As per the approved timelines, onboarding and ITSU-level mapping of instructors on NIMS is required to commence from **March 2026**, so that the seat matrix for the academic session 2026 may be generated seamlessly and without delay.

Given the critical importance of this reform and its direct linkage with the admission process, I would request you to kindly issue necessary directions to all Government and Private ITIs under your jurisdiction to ensure:

- Awareness and capacity-building in all government and private ITI level
- Readiness of instructor data and supporting documents
- Timely registration and verification in all government and private ITIs in your jurisdiction.
- Strict adherence to the timelines enclosed

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- Constitution of a dedicated verification team/wing in all Government ITIs designated as "Authorized ITI" to ensure timely document verification and approvals.

- Ensuring accuracy, completeness, and timeliness of data updates on the NIMS portal as stipulated in these guidelines.

Your personal intervention in monitoring the progress at the State/UT level will greatly facilitate smooth and timely implementation.

The detailed guidelines, user manual, FAQ and timelines are enclosed for ready reference.

With Best Wishes,

Yours sincerely,

(Dilip Kumar)

To
The Principal Secretary
(Dealing with Craftsmen Training Scheme) of All States/UTs

Guidelines for Instructor Registration, Approval and ITSU Level Mapping on National Instructor Management System (NIMS) by all ITIs/NSTIs for Craftsmen Training Scheme (CTS) from the Session 2026

1. Phase–I: Registration & Approval Process of Instructors on NIMS

All Government and Private ITIs shall onboard all existing instructors through the mandatory registration and approval process as detailed below.

1.1 Instructor Registration by ITI Approver

a. All Government and Private ITIs shall commence registration of instructors working in their respective ITIs from **09 March 2026**.

b. Registration and approval shall remain open from 09 March 2026 onwards; however, ITSU mapping must be completed as per prescribed timelines. Instructor registrations/approvals after the cut-off date of ITSU mapping shall not be eligible for mapping to any ITSU for Session 2026, even if Instructor Permanent Registration Number (IPRN) is generated.

c. All ITIs/NSTIs shall register their existing instructors on the NIMS module of SIDH through Approver login only.

d. The ITI/NSTI Approver shall initiate registration through *NIMS-Instructor registration* and complete eKYC using the instructor's Aadhaar details. Upon successful eKYC, Name, Date of Birth, and Gender shall be auto-fetched from UIDAI and remain non-editable.

e. After successful eKYC, the ITI Approver shall verify the instructor's registered mobile number through OTP and complete all required details including personal information, educational and professional qualifications, short-term qualifications, industrial/teaching experience, and current employment details along with uploading documentary proofs.

f. All documents shall be scanned from original certificates (not xerox copies) and uploaded in clear, legible PDF format. Upload of unclear or photocopied documents shall lead to rejection during verification by Authorized ITI.

g. Upon submission, the instructor shall select one nearby Government ITI within the respective State/UT as *"Authorized ITI"* for document verification. This selection shall be final and cannot be changed.

h. The registered instructor shall visit the selected Authorized ITI within **7 days** of application submission with all original documents for verification. Failure to do so shall result in auto-rejection, and fresh registration shall be required.

i. Upon successful verification, a unique Instructor Permanent Registration Number (IPRN) shall be generated by the system.

j. In case of deficiencies, the Authorized ITI shall record remarks in the portal and return the application to the registering ITI. The concerned ITI shall resubmit required documents within 7 days. If returned three times, the application shall be auto-rejected and fresh registration shall be required.

k. At the time of registration, the respective ITI shall verify instructor qualifications as per DGT norms (refer respective trade syllabus). Registration of non-qualified instructors shall result in block-listing of the Approver ID for all activities on the portal.

l. ITIs may monitor the status of registered, sent-back, and verified instructors through their Instructor Registration Dashboard.

m. IPRNs of successfully verified instructors shall be displayed in the dashboard and shall be used for ITSU mapping.

n. Instructor resignation and transfer processes shall be handled only through the NIMS portal in Phase–II. No manual process shall be permitted.

o. DGT shall not be responsible for delays in registration and approval, as these activities lie solely with the concerned ITI, Instructor and Authorized ITI.

p. All Government and Private ITIs shall ensure completion of registration and approval of all instructors on or before **04 May 2026**, and ITSU mapping by **16 May 2026**.

1.2 Verification by Authorized ITI (Government ITI)

a. All Government ITI Approver logins shall include an additional *"NIMS Verifier"* role for document verification as per DGT checklist.

b. The NIMS Verifier dashboard shall display applications opting for verification through the respective Government ITI.

c. The Principal of the Authorized ITI shall verify original documents with portal entries and uploaded documents and record section-wise remarks.

d. The Principal shall certify on the portal whether the instructor's qualifications and specialization are eligible as per DGT norms for the selected trade.

e. If documents are missing or unclear, the application may be returned for re-submission. In such cases, the instructor shall again appear before the Authorized ITI Principal for verification after re-submission.

f. Verification and approval shall be completed within **10 days** of receipt.

g. The Principal of the Authorized ITI shall be held responsible for any malpractice or misuse of NIMS Verifier rights, and the Approver ID shall be blocked in case of violations.

h. All approvals in NIMS Verifier login shall be completed on or before **04 May 2026**. State/UT Directorates shall be held responsible for pendency beyond the due date.

2. Phase–II: Lifecycle Management and ITSU Mapping

a. All ITIs shall complete ITSU mapping from **15 April 2026 to 16 May 2026**. Seat matrix generation for Session 2026 shall be enabled from **18 May 2026**. Admissions for the session 2026, shall strictly follow the generated seat matrix.

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b. ITSU Master is available in ITI Approver login to view affiliated ITSUs.

c. Only approved instructors with valid IPRN shall be eligible for mapping.

d. ITSUs not mapped with a verified instructor shall not be eligible for admission, even if affiliated.

e. One Instructor (one IPRN) shall be mapped to only one ITSU or one subject at any given point in time across the country, including Engineering Drawing (ED), Employability Skills (ES), and Workshop Calculation & Science (WCS).

f. All ITSUs including ED, ES, and WCS shall be mandatorily mapped as per CTS norms (Appendix-A).

g. Batch allocation for instructors mapped exclusively to ED, ES, or WCS shall be governed strictly by CTS norms.

h. If any ITSU becomes vacant during the academic session, a new verified instructor shall be mapped within **30 days**, failing which academic and examination activities shall remain disabled.

i. ITSUs not mapped on or before 16 May 2026 shall not reflect in the seat matrix for the session 2026.

j. In case any ITI is granted affiliation of new ITSUs after May 2026, the provision for instructor mapping of such ITSUs shall be enabled in the respective ITI login after cut-off date of affiliations for the session. Admission in such newly affiliated ITSUs shall be permitted only after successful mapping of verified instructors on NIMS. Until instructor mapping is completed, such ITSUs shall remain affiliated; however, no admission shall be allowed in those units.

k. ITSUs not available for admission for the session 2026 but utilized in 2025 shall also be mapped; otherwise, related portal activities shall remain disabled.

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l. All approved instructors shall be provided with a dedicated login on NIMS. Upon generation of the IPRN, every instructor shall log in to their respective account and complete their profile by furnishing additional details such as pay particulars, bank details, and other required information.

m. Instructors shall be permitted to edit certain fields where the edit option is enabled and may also add new qualifications and experience details. However, any newly added qualifications or experience shall not be incorporated into the system unless verified and approved by the respective Authorized ITI. For this purpose, the instructor shall visit the Authorized ITI with original documents for verification.

n. Each instructor shall mandatorily upload a lesson plan and demonstration plan corresponding to the batch assigned to them. Upload of these documents shall be treated as a compulsory requirement for completion of the instructor profile.

o. Instructors may upload teaching materials, videos, and best practices. Additional scoring shall be awarded, contributing to instructor grading. Selected materials shall be made available to all other instructors for professional development through LMS.

p. In case an ITI intends to terminate or transfer-out an instructor, the ITI Approver login shall have the necessary provision under the NIMS – Instructor Management module to initiate and process such action.

q. In case an instructor wishes to resign from the current ITI, the instructor may submit a resignation request directly through their NIMS login. Such request shall be automatically forwarded to the login of the concerned ITI. The Principal of the ITI shall take a decision on the request within 15 days, failing which the resignation request shall be deemed approved, and the instructor shall be automatically released from the mapped ITSU and the concerned ITI.

r. If an instructor holding a valid IPRN intends to join or transfer-in to another ITI, the instructor shall submit a transfer/joining request through their NIMS login. The request shall be subject to approval by the concerned ITI before the transfer is affected.

3. Seat Matrix Generation for the session 2026

- Enabled from **18 May 2026**.
- Only eligible and instructor-mapped ITSUs till 16 May 2026 shall be reflected.
- Admissions shall strictly adhere to generated seat matrix.
- Admissions beyond seat matrix shall be sole responsibility of concerned ITI/State Directorate.
- Newly affiliated ITSUs shall admit trainees only after successful instructor mapping.

4. Timelines for Session 2026

S. No.	Activity	Timeline	Responsibility
1	**Instructor Registration** Note: Instructors registered, approved and mapped till 06.05.2026 are considered for the admission session 2026.	**09.03.2026 onwards**	**Respective ITI**
2	**Instructor verification & approval by Authorized ITI**	**16.03.2026 onwards**	**Authorized ITI:** To facilitate verification. **Instructor:** To report to selected government ITI.

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			Concern ITI: For compliance in case of sent back cases.
3	ITSU Mapping	15.04.2026 to 16.05.2026	Respective ITI
4	Seat Matrix generation for the session 2026	18.05.2026	Respective ITI- for ITI level State/UT directorate- for State/UT level

Note: Only instructors registered, approved, and mapped till 09.05.2026 shall be considered for admission Session 2026.

5. Roles & Responsibilities of State/UT Directorates

All State/UT Directorates are requested to issue necessary instructions to all Government and Private ITIs under their jurisdiction to ensure the following:

i. Conduct of awareness workshops and/or Video Conferences for Principals and concerned officials regarding NIMS implementation.

ii. Readiness and proper compilation of instructor-related data and supporting documents prior to registration.

iii. Timely completion of instructor registration and verification within the prescribed timelines.

iv. Constitution of a dedicated verification team/wing in all Government ITIs designated as "Authorized ITI" to ensure timely document verification and approvals.

v. Regular monitoring of ITSU mapping and instructor lifecycle management activities.

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vi. Adequate awareness among ITIs regarding mandatory compliance requirements and their impact on admissions and seat matrix generation.

vii. Ensuring accuracy, completeness, and timeliness of data updates on the NIMS portal as stipulated in these guidelines.

8. These instructions shall apply to all Government and Private ITIs and NSTIs conducting Craftsmen Training Scheme (CTS) courses and shall be mandatory with effect from March 2026.

***

Instructor rule position as per norms

S. No.	Name of the Post	Subject	Number of Posts	Qualification & Experience
1	Vocational Instructor (VI)	Trade Theory/ Trade Practical	Two instructors required for 1+1 units. i.e. one instructor per unit.	As mentioned in Trade syllabus.
2	Vocational Instructor (VI)	Engineering Drawing	One VI for 144 seats sanctioned. Additional instructor will be required on increase in every 144 trainees. Up to 144 Engineering seats - One instructor.	As mentioned in Trade syllabus.
3	Vocational Instructor (VI)	Work Shop Calculation & Science	One VI for 144 seats sanctioned.	As mentioned in Trade syllabus.
4	Instructor	Employability Skills	One Full time instructor is required where number of trainees are more than 240 trainees. Lesser then 240 trainees, one part time instructor could be engaged.	As mentioned in Trade syllabus.
5	Group Instructor	--	One for every eight units	As per rules.

6	Principal	Principal (Sr. Scale)	For institutes with 400 seats and above	Equivalent to Executive Engineer of the state
7		Principal (Jr. Scale)/Vice-Principal	In the case of ITIs with seating capacity below 400 seats	Equivalent to Asst. Executive Engineer of the state

Instruction Manual

CTS – ITI/NSTI Approver
(Instructor Module)

Table of Contents

1 Introduction

The CTS – Instructor Module enables the ITI Approver to register and manage Instructor information. The following tasks can be performed within the module:

- **Login**
  - Access the system by entering your credentials.
- **Register a New Instructor**
  - Initiate the registration process by providing the required personal, educational, and professional details.
- **View Instructor Details**
  - Review comprehensive information about registered instructors, organized into multiple sections for clarity.
- **Resume Instructor Registration**
  - Continue an incomplete registration process from where it was left off.

2 Login

The **Login** screen allows users to login as ITI/NSTI Approver.

URL: https://dgt.skillindiadigital.gov.in/

➤ Click on **Login**, and the **Select Scheme** screen appears.
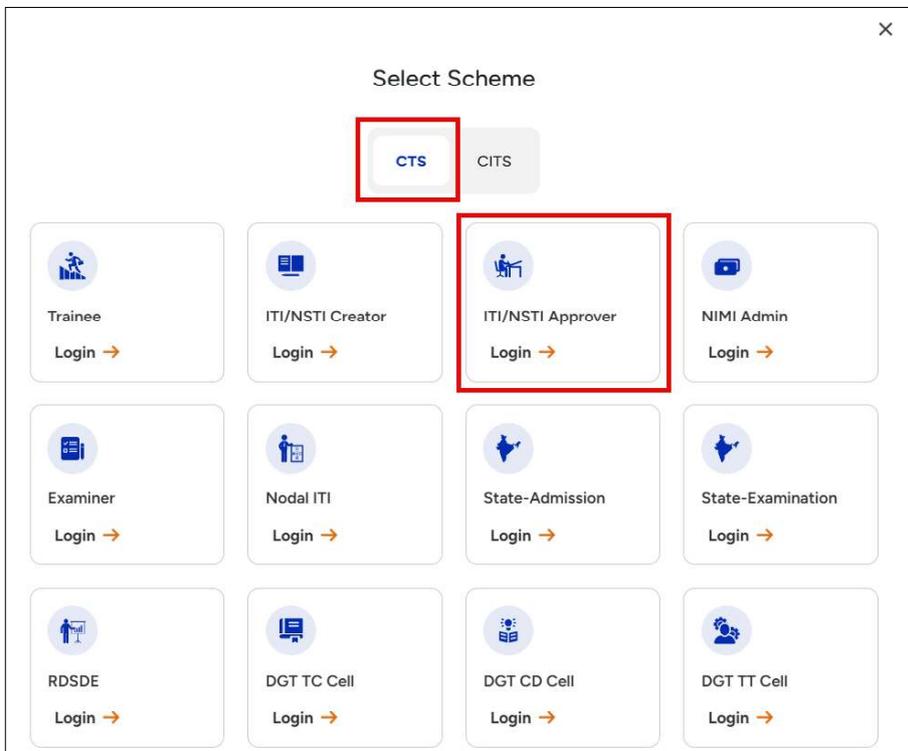
➤ Click on **CTS**.

- Click on **ITI/NSTI Approver** from the given list.
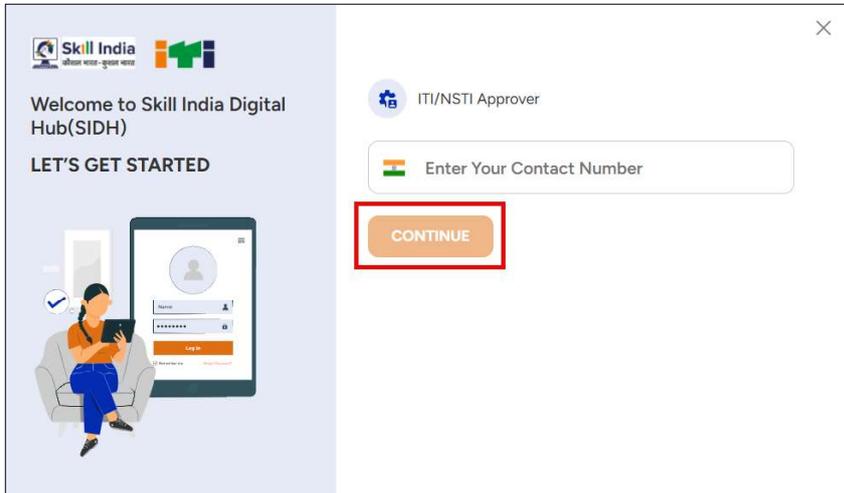
- Enter the appropriate registered contact **mobile number**.

- Click **Continue**, the **Password** screen appears.

- Enter the Password.
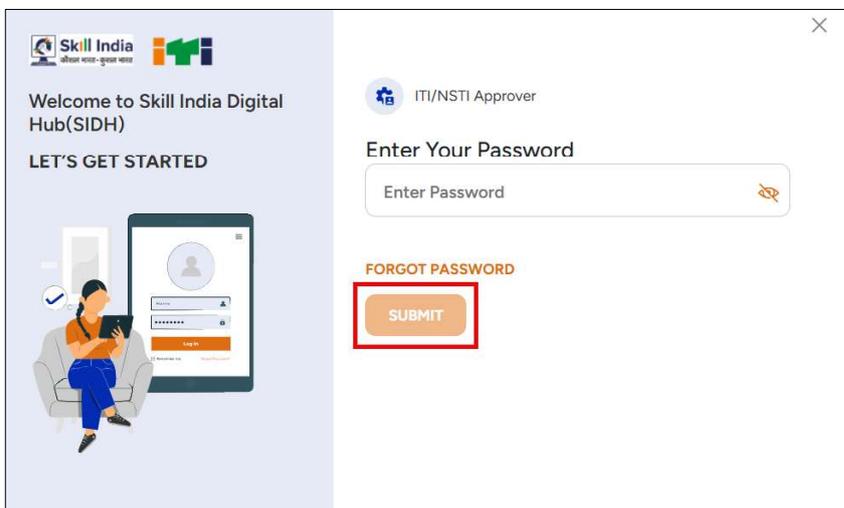
➢ Click on **Submit**, and the **One Time Password (OTP)** screen appears.
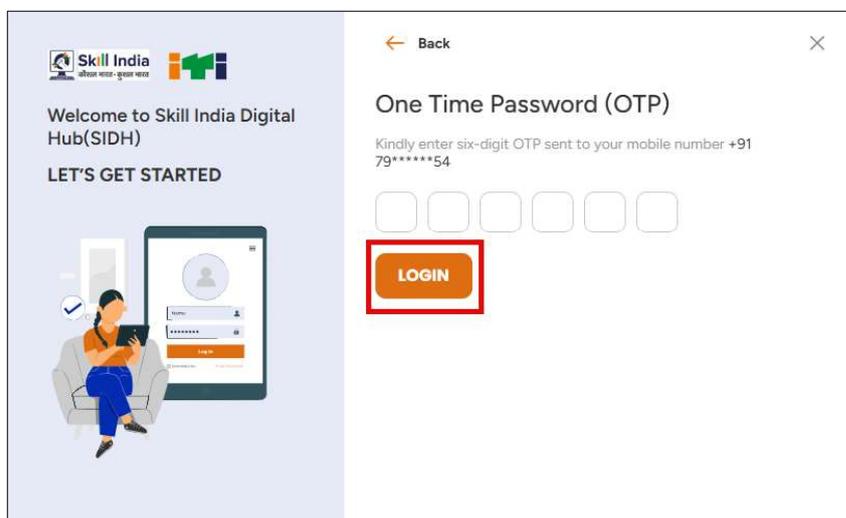
➢ Enter the **OTP** received on the **registered** mobile number.

➢ Click on **Login**.

3 View Instructor Registration Listing

To view newly registered Instructors, the ITI Approver should navigate to the *Instructor Registration Listing* page. This page displays a complete list of all instructors who have recently been registered.

To Navigate
Login - - > Admission - - > Instructor Registration

To view the admission menu, slide the **toggle button** as highlighted in the below screen.

➢ The ITI Approver can view the details of the Instructor such as Instructor Name, Instructor Code, ITI MIS Code, Date of Birth, Register Mobile Number, Email, ITI Name, Mapping Status and Application Status.

➢ The ITI Approver can search for a particular Instructor by entering the Instructor Name and Instructor Code. Click on **Search**, to search for a particular Instructor.

4   Register New Instructor

Under the Instruction Registration Listing, the ITI Approver can Register a new Instruction.

- The ITI/NSTI Approver can view the details of the Instructor such as Instructor Name, Instructor Code, ITI MIS Code, Date of Birth, Register Mobile Number, Email, ITI Name, Mapping Status and Application Status.

- Click on **Register New Instructor**, the following screen appears.

- The **Register New Instructor** screen displays the details into **six** sections as listed below.

  - Personal & Address Details
  - Instructor Education Qualification
  - Instructor Professional Education
  - STQ & Experience
  - Employment Details
  - ITI Selections

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4.1   Personal & Address Details

The **Personal & Address Details** screen displays the details into **two** sections as listed below.

- Personal Details
- Address Details (Permanent Address & Correspondence Address)

➢ The **Personal Details** screen allows the ITI Approver to enter the Instructor Aadhaar number. The ITI Approver can also select the details such as Marital Status, Category, Religion, Personal Identification Mark, Language, and Father/Husband Name from the drop-down list.

➢ Once the **Aadhaar Number** is entered, click on **Verify**. The **OTP sent successfully to the registered mobile Number** message appears.

➢ Enter the OTP received on the registered mobile number.

➢ Click on **Verify**, the **Instructor details have been updated with Aadhaar Data successfully** message appears.
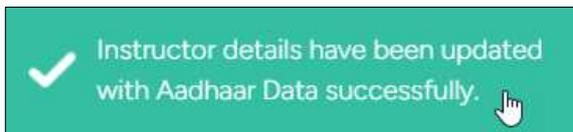
➢ To upload Photograph, Click on **Upload**. The file must be JPG, PNG, JPEG and PDF.

➢ The ITI Approver must also verify the Instructor Mobile Number and Email ID.
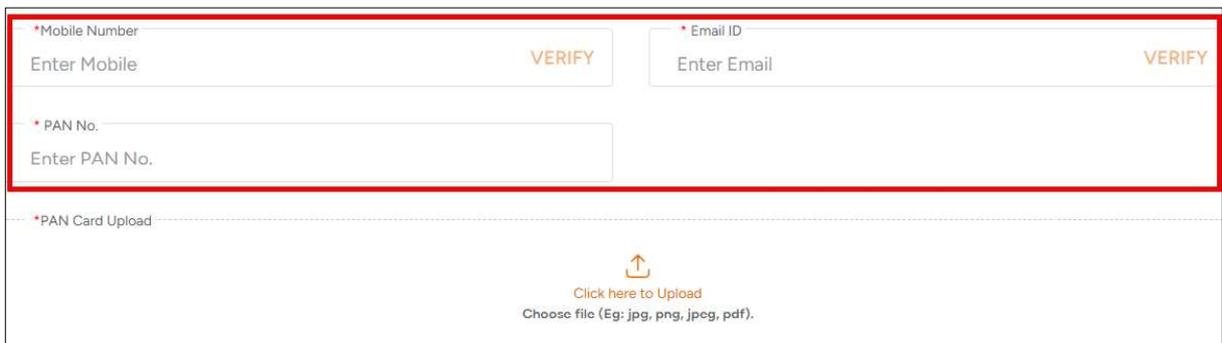
➢ Enter the Instructor Mobile Number, Click on **Verify**. The **OTP has been sent to your mobile** message appears.
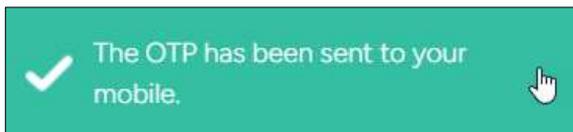
➢ Enter the OTP received on Instructor registered mobile number.

One Time Password Verification ✕

Enter six digit number received on your mobile

☐ ☐ ☐ ☐ ☐ ☐

Resend OTP in 🕐 01:54

VERIFY   CANCEL

➢ Click on **Verify**, the **Your mobile has been verified successfully** message appears.

✓ Your mobile has been verified successfully.

➢ Enter the Instructor Email ID, Click on **Verify**. **The OTP has been sent to your email** message appears.
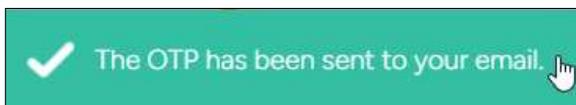
✓ The OTP has been sent to your email.

➢ Enter the OTP received on Instructor Email.

One Time Password Verification ✕

Enter six digit number received on your email

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Resend OTP in 🕐 01:54

VERIFY   CANCEL

➢ Click on **Verify**, the **Your email has been verified successfully** message appears.

Your email has been verified successfully.
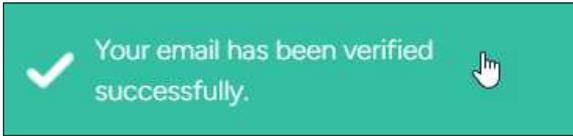
➢ The Address Details screen allows the ITI Approver to enter the instructor address details (Permanent & Correspondence).

➢ The Permanent Address screen allows the ITI Approver to enter the details such as Permanent Address, Permanent Block, Permanent Tehsil, and Permanent Pincode. Also allows to select the Permanent State and Permanent District from the drop-down list.

Address Details

Permanent Address

* Permanent Address	* Permanent Block
Enter Permanent Address	Enter Permanent Block
* Permanent Tehsil	* Permanent State
Enter Permanent Tehsil	Select Permanent State
* Permanent District	* Permanent Pincode
Select Permanent District	Enter Permanent Pincode

➢ The Correspondence Address screen allows the ITI Approver to enter the details such as Correspondence Address, Correspondence Block, Correspondence Tehsil, and Correspondence Pincode. Also allows to select the Permanent State and Permanent District from the drop-down list.

Correspondence Address

* Correspondence Address	* Correspondence Block
Enter Correspondence Address	Enter Correspondence Block
* Correspondence Tehsil	* Correspondence State
Enter Correspondence Tehsil	Select Correspondence State
* Correspondence District	* Correspondence Pincode
Select Correspondence District	Enter Correspondence Pincode

NEXT

➢ Click on **Next**, the **Instructor Details Saved Successfully** message appears and navigates to the **Instructor Education Qualification** screen.
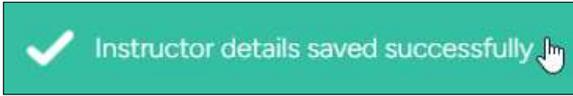
4.2   Instructor Education Qualification

The ITI Approver can add an instructor's educational details through the Education Details section of the Instructor Registration process.

➤ The Instructor Education Qualification screen displays the details such as Qualification, Year of Passing, School Board University, Subjects, Grade/Percentage, Uploaded Documents and Action.

➤ Click on **Add**, to add the qualification details. The **Add Instructor Education Qualification** screen appears.

➤ The **Add Instructor Education Qualification** screen allows the ITI Approver to select the details such as Qualification, Year of Passing from the drop-down list.

➤ The ITI Approver can also enter the details such as School Board University, Subjects, and Grade/Percentage.

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- To **Upload Document**, click on Upload. The uploaded file must be JPG, PNG, JPEG and PDF.

- Click on **Add**, to add the details and navigate to the Instructor Education Qualification screen.

- Under Action, the ITI Approver can Edit or Delete the add qualification if the instructor.

- Click on **Next**, the **Instructor details saved successfully** message appears and navigates to the Instructor Processional Education screen.
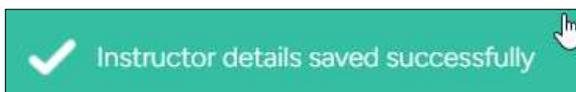
4.3 Instructor Professional Education

Under Instructor Professional Education the ITI Approver can add the Professional Education details.

> The ITI Approver can view the details such as Qualification, Sub Qualification, Year of Passing, Trade/Course/Subject, Examination Body/Board/University, Agg Percentage/Marks/Grade, Training Duration, Instructor NSQF Level, Instructor Sector, and Uploaded Document.

> Click on **Add**, the following screen appears.

- The **Add Instructor Professional Education** screen allows the ITI Approver to select the details such as Qualification, Year of Passing, Trade/Course/Subject, and Training Duration from the drop-down list.

- The ITI Approver can also enter the details such as Examination Body/Board/University and Agg Percentage Marks/Grade.

- To **Upload Document**, click on Upload. The uploaded file must be JPG, PNG, JPEG and PDF.

- Click on **Add**, to add the details and navigates to the Instructor Professional Education screen.

- The ITI Approver can view all the added details and can also Edit or Delete the added details under action.

- Click on **Next**, the **Instructor details saved successfully** message appears and navigates to the STQ & Experience screen.

4.4 STQ & Experience

The ITI Approver can view the STQ & Experience details into **two** sections as listed below.

- STQ & Experience
- Experience Details

➤ The STQ & Experience screen displays the details such as Qualification, Topic/Subject, Duration, Start Date, End Date, and Uploaded Document.
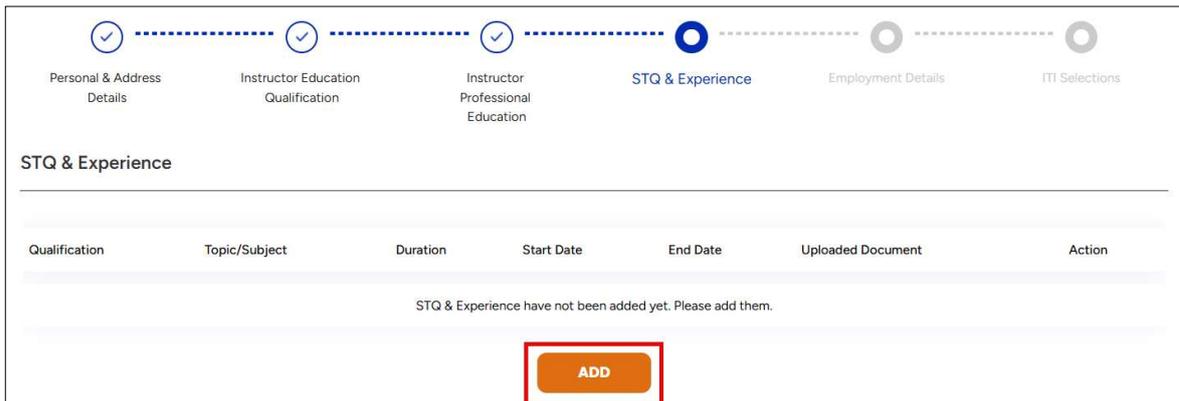
➤ Click on **Add**, the Add Additional Qualifications/Short Term Qualification screen appears.

➤ The ITI Approver can enter the details such as Qualification. Also, can select the details such as Topic/Subject, Duration, Start Date, and End Date from the drop-down list.

➤ Click on Upload, to upload the Certificate. The uploaded file must be JPG, PNG, JPEG, and PDF.

➢ Click **Add**, to add the details.

➢ Under **Action**, the ITI Approver can Edit or Delete the added details.

➢ The Experience Details screen allows the ITI Approver to add the experience details of the Instructor.

➢ The ITI Approver can view the details such as Nature of Experience (Academic/Industry), Name of the ITI/Industry/Other College, Address, State, District, Position/Designation, Trade/Sector, Duration, Start Date, End Date, Instructor NSQF Level, Instructor Sector, and Uploaded Experience Certificate.

➢ Click on **Add**, the **Add Experience Details** screen appears.

➢ The Add Experience Details screen allows the ITI Approver to select the details such as Nature of experience (Academic / Industry), State, District, Position/Designation, Trade Sector, Duration, Start Date, End Date, from the drop-down list.

➢ The ITI Approver can also enter the Address details.

➢ To **Upload Experience Certificate**, click on Upload. The uploaded file must be JPG, PNG, JPEG and PDF.

➢ Click on **Add**, to add the details and navigate to the experience details screen.

➢ The ITI Approver can view all the added details and can also Edit or Delete the added details under action.

➢ Click on **Next**, the **Instructor details saved successfully** message appears and navigates to the Employment Details screen.

4.5   Employment Details

The Employment Details screen allows the ITI Approver to add the employment details.

- Select Scheme (CTS/CITS/PMKVY/JSS), Trade/Course/Subject, Employee Type, Employee Group, Employee Category, Date of Joining from the drop-down list.

- To **Upload Joining Letter**, click on Upload. The uploaded file must be JPG, PNG, JPEG and PDF.

- Click on **Next**, the **Instructor details saved successfully** message appears and navigates to the ITI Selections screen.

4.6   ITI Selections

The ITI Approver can select the ITI for the respective Instructor from the given list.

> ➤ The ITI Approver can search for a particular ITI by selecting District and Govt ITI/NSTI from the drop-down list. Click on Search, to search for a particular ITI.

> ➤ Select the **checkbox**, under ITI Name.

> ➤ Click on **Submit**, the **Verification Checklist** screen appears.
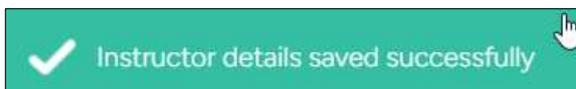
- The **Verification Checklist** screen allows the ITI Approver to re-check the details. The ITI Approver can also edit the details before submitting. Click on Edit, to edit the details.

- Select the **checkboxes**, to continue with the inputs added.

- Click on **Submit**, the **Are you sure you want to Submit** message appears.
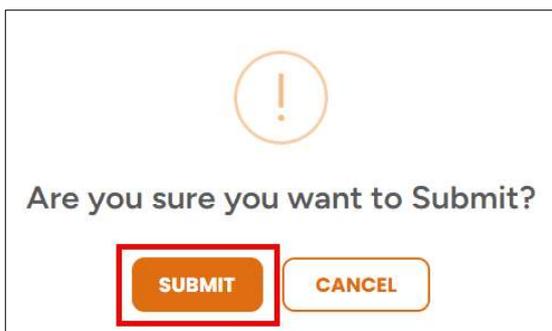
- Click on **Submit**, the **Instructor details saved successfully** message appears and navigates to the **Instructor Registration Listing** screen.
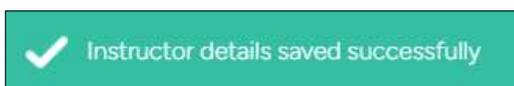
- The New added Instructor will be visible in the Instructor Registration Listing screen.

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5 View Instructor Details

The **ITI Approver** can access and review Instructor details by selecting the *View Details* option.

➢ The ITI Approver can view the details of the Instructor such as Instructor Name, Instructor Code, ITI MIS Code, Date of Birth, Register Mobile Number, Email, ITI Name, Mapping Status and Application Status.

➢ Under **Action**, the ITI Approver can view the Instruction Details.

➢ Click on **View Details**, the **Instructor Details** screen appears.

➢ The Instructor Details screen is organized into six sections, which provide comprehensive information about the instructor:

- Personal & Address Details
- Instructor Educational Qualifications
- Instructor Professional Education
- STQ & Experience
- Employment Details
- ITI Selections

➤ Click on ✛, to view the Personal & Address Details.

➤ The **Personal Details** screen displays the details such as Aadhaar Number, Date of Birth, Marital Status, Religion, Language Known, Blood Group, Passport Number, Mobile Number, Pan No, Pan Card Uploaded, Instructor Name, Gender, Category, Personal Identification Mark, Father/Husband, PF CPF Number, Photograph, Email ID, and Date of Retirement.

Personal Details

Aadhaar Number	XXXX-XXXX-XXXX-0010	Instructor Name	XXXXXXXXXX
Date of Birth	04-Feb-1990	Gender	Female
Merital Status	Married	Category	GEN
Religion	Hinduism	Personal Identification Mark	abc
Language Known	English	Father/Husband Name	xyz
Blood Group	N/A	PF CPF Number	N/A
Passport Number	N/A	Photograph	699e83629c6ddaf9fb0710a3mzbLATTr4j.pdf
Mobile Number	XXXXXXXX	Email ID	XXXXXXXXXXXXXXXXXXXXX
Pan No.	XXXXXX460K	Date of Retirement	N/A
Pan Card Uploaded	699e83629c6ddaf9fb0710a3paHp7yYqYN.pdf		

➤ The **Permanent Address** screen displays the details such as Permanent Address, Permanent Block, Permanent Tehsil, Permanent State, Permanent District and Permanent Pincode.

Address Details

Permanent Address

Permanent Address	abc	Permanent Block	abc
Permanent Tehsil	abc	Permanent State	ASSAM
Permanent District	MARIGAON	Permanent Pincode	123456

Correspondence Address

Correspondence Address	abc	Correspondence Block	abc
Correspondence Tehsil	abc	Correspondence State	ASSAM
Correspondence District	MARIGAON	Correspondence Pincode	123456

➤ The **Correspondence Address** screen displays the details such as Correspondence Address, Correspondence Block, Correspondence Tehsil, Correspondence State, Correspondence District and Permanent Pincode.

- ➢ The **Instructor Education Qualification** screen displays the details such as Qualification, Year of Passing, School Board University, Subjects, Grade/Percentage, and Uploaded Document.

Instructor Education Qualification —

Qualification	Year of Passing	School Board University	Subjects	Grade/Percentage	Uploaded Document
12th	2020	abc	abc	a%	699e83629c6ddaf9fb0710a3ZPMsNA1ZU5.pdf

- ➢ The **Instructor Professional Education** screen displays the details such as Qualification, Year of Passing, Trade/Course/Subject, Examination Body/Board/University, Agg Percentage Marks/Grade, Training Duration, Uploaded Document, Instructor NSQF Level, and Instructor Sector.

Instructor Professional Education —

Qualification	Year of Passing	Trade/Course/Subject	ExaminationBody/Board/University	Agg Percent Marks/Grade	Training Duration	Uploaded Document	Instructor NSQF Level	Instructor Sector
CTS	2022	ADVANCED CNC MACHINING TECHNICIAN (NSQF)	abc	a%	6 Months	699e83629c6ddaf9fb0710a336vGVyUVKY.pdf	4	Capital Goods & Manufacturing

- ➢ The **STQ & Experience** screen displays the details such as Qualification, Topic/Subject, Duration, Start Date, End Date, Instructor NSQF Level, Instructor Sector, and Uploaded Document.

STQ & Experience —

STQ & Experience

Qualification	Topic Subject	Duration	Start Date	End Date	Instructor NSQF Level	Instructor Sector	Uploaded Document
abc	abc	6 Months	24-02-2026	04-03-2026%	N/A	N/A	699e83629c6ddaf9fb0710a3EWFMEQpmmb.pdf

Experience Details

Nature of experience(Academic/Industry)	Name of the ITI/Industry/Other college	Address	State	District	Position/Designation	Trade/Sector	Duration	Start Date	End Date	Instructor NSQF Level	Instructor Sector	Uploaded Experience Certificate
Industry	N/A	abc	KARNATAKA	BAGALKOTE	N/A	ADVANCED CNC MACHINING TECHNICIAN (NSQF)	6 Months	24-02-2026	04-03-2026	4	Capital Goods & Manufacturing	699e83629c6ddaf9fb0710a3njJYxL8KdK.pdf

- ➢ The **Experience Details** screen displays the details such as Nature of Experience (Academic/Industry), Name of the ITI/Industry/Other College, Address, State, District, Position/Designation, Trade/Sector, Duration, Start Date, End Date, Instructor NSQF Level, Instructor Sector, and Uploaded Experience Certificate.

- The **Employment Details** screen displays the details such as Scheme (CTS/CITS/PMKVY/JSS), Trade/Course/Subject, Unit ID, Employee Type (Regular/Contract/Guest Faculty), Employee Category (A/B/C), Pay Scale, Date of Joining, Sector, Shift ID, NSQF Level of the Course, Employee Group (VI-T, VI-P,TO, GI, VI-ES, VI-WCS, VI-ED, Supervisor, Other), Basic Pay, Gross Pay As On, and Uploaded Joining Latter.

Employment Details			—
Scheme(CTS/CITS/PMKVY/JSS)	CTS	Sector	Capital Goods & Manufacturing
Trade/Course/Subject	ADVANCED CNC MACHINING TECHNICIAN (NSQF)	Shift ID	N/A
Unit ID	N/A	NSQF Level of the course	4
Employee Type (Regular/Contract/GuestFaculty)	Regular	Employee Group (VI-T, VI-P,TO,GI, VI-ES, VI-WCS, VI-ED, Supervisor, Other)	VI-T
Employee Category(A/B/C)	A	Basic Pay	N/A
Pay Scale	N/A	Gross Pay As On	N/A
Date of Joining	26-Feb-2026	Uploaded Joining latter	699e83629c6ddaf9fb0710a3oFt0omIGch.pd

- The **ITI Selection** screen displays the ITI Name.

ITI Selection	—
ITI Name	INDUSTRIAL TRAINING INSTITUTE, MANDVI (SURAT) (Government)

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6 Resume Instructor Registration

When utilizing the **Resume** option, the ITI Approver may restart the registration process if it was previously halted during the initial attempt. Alternatively, the ITI Approver may continue the registration process for the designated Instructor from the point at which it was stopped.

To Navigate
Login - - > Admission - - > Instructor Registration - - > Action - - > Resume

> ➢ Click on **Resume**, to continue the registration process.

Frequently Asked Questions (FAQ)
National Instructor Management System (NIMS)
Instructor Registration, Approval & ITSU Mapping (CTS) – Session 2026

Q1. What is NIMS?

NIMS (National Instructor Management System) is a centralized digital platform for registration, verification, lifecycle management, and ITSU mapping of instructors under the Craftsmen Training Scheme (CTS).

Q2. From when is NIMS mandatory?

NIMS implementation is mandatory from **March 2026** for all Government and Private ITIs and NSTIs conducting CTS courses.

Q3. What is the objective of NIMS?

- Creation of verified national instructor database
- Digital identity (IPRN) for instructors
- ITSU level mapping
- Instructor lifecycle management
- Transparent seat matrix generation
- AI-based grading & CPD support
- Facilitation of National Teachers Awards

Q4. Which institutions are covered?

- Government ITIs
- Private ITIs
- NSTIs
- PMKVY institutions
- JSS Centres

Q5. When does instructor registration start and what is the cut-off date?

Instructor registration will be enabled from 09 March 2026 onwards. The registration and approval process will continue until further instructions are issued.

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However, only those instructors who are registered and approved by the Authorized ITI on or before 04.05.2026 shall be permitted for ITSU mapping for generation of Seat Matrix for the session 2026.

In other words, instructors whose registration is pending approval as on 04.05.2026 shall not be eligible for ITSU mapping.

It shall be the responsibility of the concerned ITI and the instructor to ensure that:

- Registration is completed,
- Documents are verified by the Authorized ITI, and
- IPRN is generated on or before 04.05.2026,

so as to enable mapping to ITSU in the working ITI for the session 2026.

Any delay or non-compliance in this regard shall be the sole responsibility of the concerned ITI/instructor, and this Directorate shall not be responsible for the same.

Q6. Who initiates registration?

Registration is initiated by the ITI Approver login in which instructor is working.

Q7. What is eKYC and how it can be useful in NIMS?

eKYC is Aadhaar-based authentication. Name, Date of Birth, and Gender will be auto-fetched from UIDAI and cannot be edited.

Q8. What if eKYC details mismatch with certificates?

Registration will **not be denied** due to mismatch.
Instructor must submit supporting documents at verification stage.
Demographic correction must be done in UIDAI and re-eKYC can be performed later.

Q9. What documents are required?

- Educational qualifications
- Professional qualifications
- Experience certificates
- Employment details
- Short-term qualifications

All documents must be:

- Scanned from **original certificates**

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- Uploaded in **clear PDF format**

Unclear/photocopied documents may be rejected.

Q10. What is "Authorized ITI"?

A nearby Government ITI selected by the instructor for document verification. This selection is final and cannot be changed.

Q11. What is the time limit for document verification?

Instructor must visit Authorized ITI within **7 days** of submission. Failure their registration may lead to auto rejection.

Q12. What is IPRN?

Instructor Permanent Registration Number (IPRN) is a unique ID generated after successful verification and approval by Authorized ITI.

Q13. What happens if application is returned by Authorized ITI with NC (Non-Compliance)?

- ITI must resubmit within 7 days
- If returned 3 times → Auto rejection → Fresh registration required

Q14. What is the last date for registration & approval?

Registration & approval must be completed by **04 May 2026**.

Q15. Who verifies documents?

Principal of the Authorized Government ITI through their NIMS Verifier role in Government ITI Approver login.

Q16. Can registration be denied due to eKYC mismatch?

No. Principal must verify supporting physical documents provided by instructor at the time of verification before taking decision.

Q17. What is verification timeline for Authorized ITI?

Instructor verification must be completed y Authorized ITI within **10 days** of receipt.

Q18. What is ITSU?

ITSU = ITI–Trade–Shift–Unit.
It is the basic academic unit for admission and instructor deployment.

Q19. What is ITSU mapping period and who can do this activity?

ITSU mapping must be completed by all government and private ITIs for all affiliated ITSUs from 15 April 2026 to 16 May 2026.

Q20. Who can be mapped to ITSUs?

Only instructors **approved** by Authorized ITI **and IPRN** is generated

Q21. Can one instructor be mapped to multiple ITSUs?

No. One IPRN → One ITSU or One Subject at a time across India.

Q22. What happens if ITSU is not mapped?

- It will not appear in seat matrix of session 2026
- No admission allowed

Q23. What if ITSU becomes vacant during session?

New verified instructor must be mapped within **30 days**. Otherwise academic & exam activities remain disabled.

Q24. When will seat matrix be generated?

Seat matrix generation will be enabled to all ITIs and State/UT directorates from **18 May 2026**.

Q25. Which ITSUs will appear in seat matrix?

Only those:

- Affiliated
- Not consumed previous session (in case of two-year trades)
- Instructor mapped till 16 May 2026

Q26. Can admission be taken beyond seat matrix?

No. Admissions beyond seat matrix are responsibility of ITI/State Directorate. Those admissions are strictly not allowed by DGT

Q27. Can instructors edit their profile?

Yes, limited editable fields. New qualifications/experience require re-verification through Authorized ITI.

Q28. Is lesson plan upload mandatory?

Yes. Lesson plan & demonstration plan upload is compulsory by all mapped instructors.

Q29. Can instructors upload teaching materials?

Yes. Additional scoring will contribute to grading. Selected materials shared through LMS for another instructor's access.

Q30. How is instructor resignation is processed?

Instructor submits request via NIMS login.
ITI must decide within **15 days**.
If no action → deemed approved automatically.

Q31. How is transfer handled?

Instructor applies via NIMS login.
Receiving ITI must approve before transfer is effective.

Q32. Is ITI can terminate/transfer-out instructor from service?

Yes, ITI approver login will have the option terminate/transfer-out via their NIMS login.

Q33. How can an Instructor join a new ITI (Transfer-in)?

An Instructor holding a valid IPRN can join a new ITI by following the process below:

1. The Instructor shall log in to their NIMS account.
2. Select the **"Join / Transfer-in"** option.
3. Enter and select the **ITI Code** of the institute they wish to join.
4. Submit the request through the portal.

The request will be automatically forwarded to the login of the concerned ITI.

Upon approval by the ITI:

- The Instructor's details will appear in the respective ITI login.
- The Instructor shall then be eligible for **ITSU mapping** in that ITI.

Transfer shall be effective only after approval by the concerned ITI through the NIMS portal.

For any other queries ITIs/NSTIs/States may reach out us at *cts-admissions@dgt.gov.in*

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