

## Admitted Trainee Data Upload Process for session 2017

Download trainee data Template from NCVT MIS Portal (using SPIU\_A id) and distribute to all ITIs - by respective SPIU

Fill up the trainee details in the Template and submit to respective SPIU  
- by respective ITIs

SPIU to verify the trainee details and upload the template on NCVTMIS Portal corresponding to the respective ITI - by respective SPIU

ITIs to upload the photographs of the trainees on NCVTMIS Portal - by respective ITI

ITIs to approve the trainees on NCVTMIS Portal. The MIS codes are generated for the trainees approved by the ITI - by respective ITI

Trainee Upload Process Complete

