

**DGT-NSTI011/4/2023-O/o DIR(CFIs)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training (DGT)**

Employment Exchange Building, PUSA Complex,  
New Delhi – 110012, 26<sup>th</sup> May, 2023

To

1. Regional Directors of RDSDEs
2. Principals/ HOOs of NSTIs/ NSTI (W)s

**Subject: Admissions under Craftsmen Training Scheme (CTS) in NSTIs – reg.**

Sir/ Madam,

1. With reference to the above cited subject, it is informed that CTS admissions in NSTIs are decentralized. Regional Directorates/HoDs will be responsible for smooth conduct of admission in NSTIs. All RDs will guide Principal of NSTIs and supervise the entire admission process to ensure transparency in work.
2. The CTS admission in NSTIs will be conducted **in line with ITI admission Timeline**. The details of Admission/Training schedule for the six months, one-and two-year trades of the Craftsmen Training Scheme (CTS) in National Skill Training Institute (NSTIs) for the session 2023-24/25 is given below:

**I. Training schedule for One year and Two-year trades- Session 2023-24/25**

S. NO.	Activity	Timelines
1	Advertisement/ Online registration and admission of trainees by NSTIs	01.06.2023
2	Last date for Admissions	31.08.2023
3	Start of Academic Session	<b>25.09.2023</b>
4	End of Training Session	<b>28.06.2024</b>
5	Data Migration by NSTIs	From 01.09.2023 to 20.09.2023
6	Trainee verification and trainee approval	By 31.10.2023
7	All India trade Test	July- August 2024



## II.

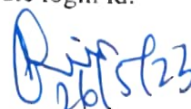
### i. The Training schedule for six months Trades – Session 2023-24:

S. NO.	Activity	Timelines
1	Online registration and admission of trainees by NSTIs	01.06.2023
2	Last date for Admissions	31.08.2023
3	Start of Academic Session	<b>25.09.2023</b>
4	End of Training Session	<b>19.01.2024</b>
5	Data Migration by NSTIs	From 01.09.2023 to 20.09.2023
6	Trainee Verification, Photo Upload and Trainee approval	By 31.10.2023
7	All India Trade Test	February 2024

### (ii) Six months trades (Session II-2024)

S. NO.	Activity	Timelines
1	Online registration and admission of trainees by NSTIs	01.01.2024
2	Last date for Admissions	31.01.2024
3	Start of Academic Session	<b>04.03.2024</b>
4	End of Training Session	<b>28.06.2024</b>
5	Data Migration by NSTIs	01.02.2024 to 20.02.2024
6	Trainee Verification, Photo Upload and Trainee approval	04.03.2024 to 22.03.2024
7	AITT	July- August 2024

3. NSTIs shall strictly follow this timeline.
4. NSTIs will publish advertisement of CTS admission notice for the session 2023-24/25 in local newspapers (Hind/English and Regional language) for wide publicity. A copy of the advertisement should also be displayed on the Notice Board of Institute. NSTIs may upload the admission notice on Institute's websites and other social media platforms.
5. **Central Reservation Policy** is to be followed in the admission process.
6. All NSTI are required to register/admit the candidates through institute login id.



7. Admission in NSTIs may be allowed only 50% of affiliated trades in case of two-year courses, so that uniform admissions can be done every year.
8. In two-year trades, in same shift/unit, admission and uploading CANNOT be done in consecutive years.
9. RDSDEs shall ensure that the admissions shall be as per current approved trades of session 2022-23 or any additional trade approved later on by competent authority of MSDE/ DGT.
10. Students with unique Mobile Number and email ID shall only be admitted and no change in mobile number and email id is allowed till students receive NTC.
11. Once student data viz. name, father name, mother name, DoB, shift/unit is uploaded and NCVT-MIS registration number is generated, correction in each shall not be allowed.
12. NSTIs shall promote women candidates to take admissions in NSTIs to increase their participation in NSTIs.
13. The NSTIs shall follow the order no. DGT-T-11012/21/2022-O/o DIR (CFIs) dated 16.02.2023 regarding fee relaxation for women trainees.
14. For increasing the productivity and efficiency of the industry, availability of skilled manpower is a prerequisite. Towards this, it is important to attract the most interested and keen talent for job role and train them accordingly. The NSTIs are advised to take proactive steps for addressing information asymmetry in filling available trade (s) / seats through various measures such as the following:
  - Advertise through local media, hoardings at prominent places, posters, and banner at secondary schools about the available training options available in each district.
  - Encourage district education officer and principals of secondary schools to approach the students and parents for encouraging them seeking admission in NSTIs.
  - Provide appropriate counselling and guidance to the drop outs as well as prospective trainees about the career prospects after vocational training.
  - Co-ordinate with gram panchayats and local bodies for running a mobilization campaign for admission.
  - Publicize through local channels, radios, print media and brochures.
  - District Skilling Committees may also be involved to take measures on broadening the prospective of NSTIs in their districts.



15. The RDSDEs are requested to sensitize the NSTIs for the admission process and take necessary steps for ensuring data veracity of admitted students.
16. All the concerned are requested to adhere to COVID-19 guidelines issued time to time by MHA and MoFHW.

This issues with the approval of the competent authority.

Encl.: 1. CTS Calendar vide 27.04.2023

2. Order no. DGT-T-11012/21/2022-O/o DIR (CFIs) dated 16.02.2023



Ishwar Singh  
(Director, CFI)

Copy to:

1. Sr. PPS to DG(T)/ AS
2. Sr. PPS to DDG (DGT hq.), DDG (Southern region), DDG (Eastern Region)



D. Shanthi  
(Dy. Director, CFI)