

# Instruction Manual

## CTS – ITI Approver (Instructor Module – Phase 2)

## Table of Contents

1	Introduction .....	2
2	Login.....	3
3	View NIMS Verifier List .....	6
4	View Instructor Registration Details .....	7
5	Approve or send back Instructor Registration .....	11

# 1 Introduction

The CTS – Instructor Profile Approval module enables authorized ITIs to review instructor registration details and take appropriate action based on the information provided and documents uploaded for the instructor profile.

## Key Steps in the Process:

- **Login** – Access the CTS portal with authorized ITI/NSTI Approver credentials.
- **View NIMS Verification List** – View/Review the instructor’s profiles routed for approval.
- **View Instructor Registration Details** – Examine the personal, educational, and professional details submitted by the ITI Approver while registering the Instructor.
- **Approve or Send Back Instructor Registration** –
  - Approve the Instructor Profile application if all details are verified and correct.
  - Send back the application if corrections or clarifications are required, with remarks for the instructor profile.

## 2 Login

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

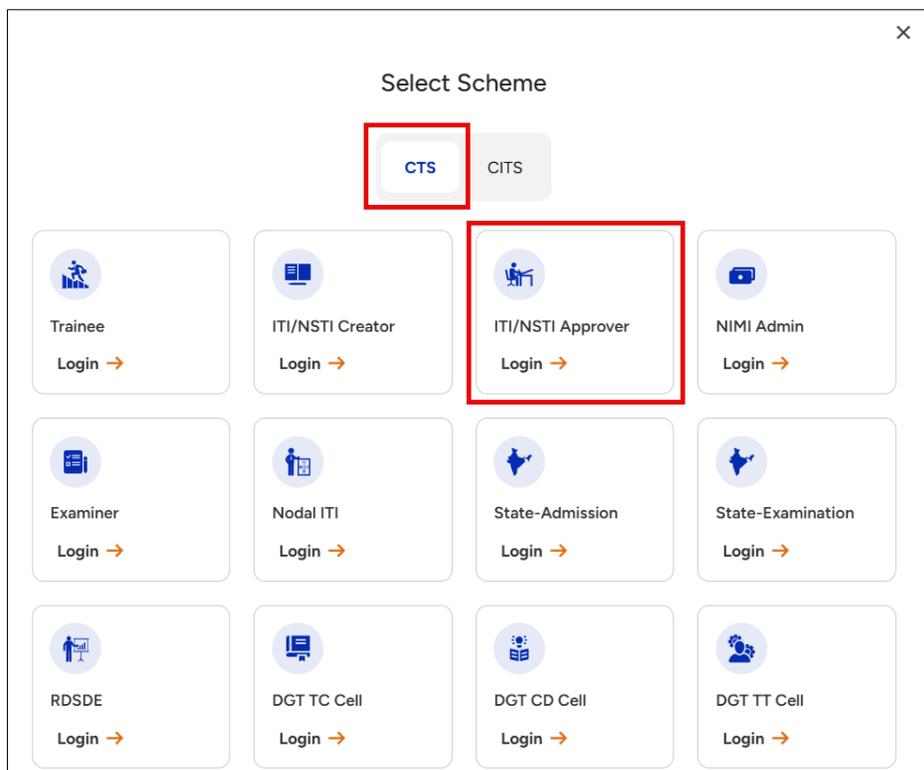
URL: <https://dgt.skillindiadigital.gov.in/>

### To Navigate

Home --> Login --> CTS --> ITI/NSTI Approver

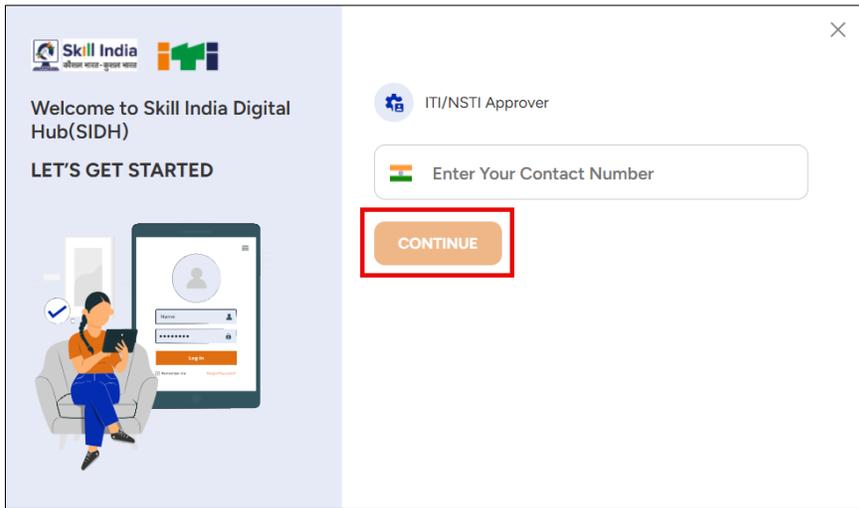


➤ Click on **Login**, and the **Select Scheme** screen appears.

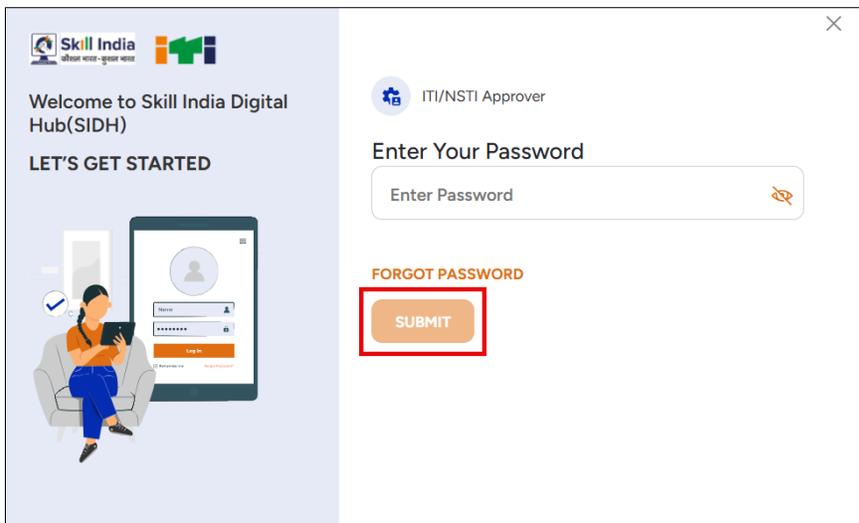


➤ Click on **CTS**.

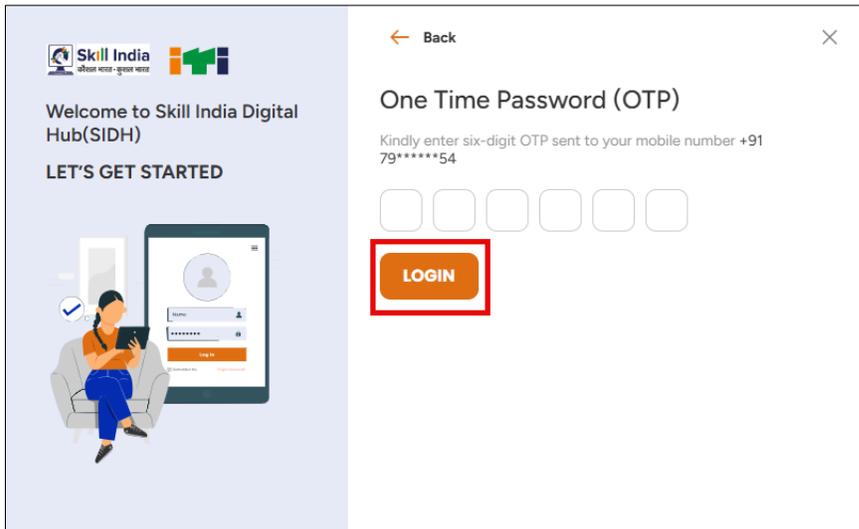
- Click on **ITI/NSTI Approver** from the given list.



- 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 NIMS Verifier List

The NIMS Verifier screen in ITI/NSTI Approver persona displays a list of instructor profiles that are pending approval, sent back, verified, and rejected.

#### To Navigate

Login - - > NIMS Verifier

Instructor Name	IPRN	Authorised ITI Code	Date of Birth	Register Mobile Number	Email ID	ITI Name	Mapping Status	Application Status	Action
XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XX XXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Government Industrial Training Institute, PRATAPGARH	Not Mapped	Verified	...

- It provides various viewing toggles sections to display instructor profiles based on different statuses. The available sections are:
  - **All** – Shows the consolidated list of Instructor profiles.
  - **Verified** – Display profiles that have been successfully verified.
  - **Pending** – Lists down the profiles which are awaiting verification.
  - **Sendback** – Contains profiles that have been sent back/returned to the original instructor profile registered ITI approver for correction or submission of additional information.
  - **Rejected** – Shows registrations that have been rejected (After three attempts of send back).
- The **ITI Approver** can locate a specific Instructor by using the search functionality. To perform a search. Enter the **Instructor Name** or **IPRN** in the designated fields. Click on the **Search** button.
- Click on **View Details**, to view the Instructor details.

## 4 View Instructor Registration Details

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

### To Navigate

Login --> NIMS Verifier --> Instructor Registration Listing --> Action --> View Details

The screenshot shows the NIMS Verifier interface. On the left is a sidebar with navigation options like 'Dashboard', 'Trainees', 'Mains', etc. The main area is titled 'Instructor Registration Listing' and includes filters for 'ALL', 'VERIFIED', 'PENDING', 'SENT BACK', and 'REJECTED'. There are search and reset buttons. A table lists instructor details with columns for Name, IPRN, Code, Birth Date, Mobile Number, Email ID, and ITI Name. A red box highlights the 'View Details' button in the 'Take Action' column of the first row.

➤ 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
- Current Employment Details
- Authorised ITI Selection by Instructors

The screenshot shows the 'Instructor Details' screen with a '← BACK' button. It features six expandable sections, each with a '+' icon on the right side, highlighted by a red box. The sections are: Personal & Address Details, Instructor Education Qualification, Instructor Professional Education, STQ & Experience, Current Employment Details, and Authorised ITI Selection by Instructors.

➤ 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, Email ID, Instructor Name, Gender, Category, Personal Identification Mark, Father/Husband Name, Pan No.

Personal & Address Details			
Personal Details			
Aadhaar Number	XXXX-XXXX-2082	Instructor Name	XXXXXX
Date of Birth	XXXXXXXX	Gender	Male
Marital Status	Married	Category	SC
Religion	Hinduism	Personal Identification Mark	NO MARK
Language Known	Hindi	Father/Husband Name	XXXXXXXXXXXX
Photograph	<a href="#">View Photograph</a>	Mobile Number	XXXXXXXXXX
Email ID	XXXXXXXXXXXXXX	Pan No.	XXXXXX060H
Pan Card Uploaded	<a href="#">View Pan Card</a>		

- The ITI Approver can also view the Photograph and Pan Card Uploaded by the Instructor.
- The Address Details screen displays the details into two sections as listed below.
  - Permanent Address
  - Correspondence Address
- The **Permanent Address** screen displays the details such as Permanent Address, Permanent Block, Permanent Tehsil, Permanent State, Permanent District and Permanent Pincode.

Address Details			
<b>Permanent Address</b>			
Permanent Address	XXXXXXXXXXXXXX	Permanent Block	Arnod
Permanent Tehsil	Arnod	Permanent State	RAJASTHAN
Permanent District	PRATAPGARH	Permanent Pincode	XXXX
<b>Correspondence Address</b>			
Correspondence Address	XXXXXXXXXXXXXX	Correspondence Block	Arnod
Correspondence Tehsil	Arnod	Correspondence State	RAJASTHAN
Correspondence District	PRATAPGARH	Correspondence Pincode	XXXX

- 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, Sub Qualification, Year of Passing, School Board University, and Subjects, Grade/Percentage.

Qualification	Sub Qualification	Year of Passing	School Board University	Subjects	Grade/Percentage	Uploaded Document
10th	N/A	2011	BSER	ALL Subject	53	<a href="#">View Document</a>
12th	N/A	2013	BSER	Commerce	55.40	<a href="#">View Document</a>

- Click on Uploaded Document, to view the documents uploaded by the ITI Approver.
- The **Instructor Professional Education** screen displays the details such as Qualification, Other Qualification, Sub Qualification, Other Sub Qualification, Year of Passing, Trade/Course/Subject, Examination Body/Board/University, Agg Percentage Marks/Grade, Training Duration, Instructor NSQF Level, and Instructor Sector.

Qualification	Other Qualification	Sub Qualification	Other Sub Qualification	Specialization	Other Specialization	Year of Passing	Trade/Course/Subject	ExaminationBody/Board/University	Agg Percent Marks/Grade	Training Duration	Uploaded Document	Instructor NSQF Level	Instructor Sector
Graduate	N/A	B.Com (Hons)	N/A	Business Statistics	N/A	2016	N/A	MLSU Udaipur	49.90	3 Year	<a href="#">View Document</a>	N/A	N/A
Diploma	N/A	Diploma	N/A	Computer Applications	N/A	2017	N/A	HIIT INSTITUTE OF INFORMATION TECHNOLOGY DELHI	B	1 Year	<a href="#">View Document</a>	N/A	N/A
Certification	N/A	Certificate	N/A	Others	N/A	2017	N/A	VMOU KOTA	79	3 Months	<a href="#">View Document</a>	N/A	N/A

- Click on Uploaded Document, to view the documents uploaded by the ITI Approver.
- 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.

Qualification	Topic/Subject	Duration	Start Date	End Date	Instructor NSQF Level	Instructor Sector	Uploaded Certificate
No Record Found							

Nature of experience(Academic/Industry)	ITI Type	Name of the ITI/Industry/Collage/Institute Name	Address	State	District	Position/Designation	Other Position	Department	Duration	Start Date	End Date	Instructor NSQF Level	Instructor Sector	Uploaded Experience Certificate
No Record Found														

- The **Experience Details** screen displays the details such as Nature of Experience (Academic/Industry), ITI Type, Name of the ITI/Industry/College/Institute Name, Address, State, District, Position/Designation, Other Position, Department, Duration, Start Date, End Date, Instructor NSQF Level, Instructor Sector, and Uploaded Experience Certificate.
- The **Current Employment Details** screen displays the details such as Scheme (CTS/CITS/PMKVY/JSS), Trade/Course/Subject, Unit ID, Employee Type, Other Employee Group, Date of Joining, Sector, Shift ID, NSQF Level of the Course, Employee Group, and Employment Category.

Current Employment Details			
Scheme(CTS/CITS/PMKVY/JSS)	CITS	Sector	null
Trade/Course/Subject	Information Technology	Shift ID	N/A
Unit ID	N/A	NSQF Level of the course	4.5
Employee Type	Guest Faculty	Employee Group	Others
Other Employee Group	EMPLOYABILITY SKILL INSTRUCTOR	Employee Category	Group B
Date of Joining	01-Feb-2023	Uploaded Joining letter	<a href="#">View Joining letter</a>

- Click on View Joining Letter, to view the joining letter.
- The **Authorised ITI Selection by Instructors** screen displays the ITI Name.

Authorised ITI Selection by Instructors	
ITI Name	<del>XXXXXXXXXX</del> - Government Industrial Training Institute, PRATAPGARH

## 5 Approve or send back Instructor Profile

The Authorized ITI Approver has the authority to either approve an instructor's profile submitted for approval or send back it for revisions based on the outcome of their review

### To Navigate

Login --> NIMS Verifier --> Instructor Registration Listing --> Action --> Take Action

The screenshot shows the NIMS Verifier interface. The sidebar on the left includes options like Examination, Admission, Dashboard, Trainees, Mains, Supplementary, CBT Fee, Eligible, Practical Marks Batches, Download Practical Hall Ticket, Download CBT Hall Ticket, and Ongoing Trainees. The main content area is titled 'Instructor Registration Listing' and features tabs for ALL, VERIFIED, PENDING, SENT BACK, and REJECTED. Below the tabs are search filters for Instructor Name and IPRN, along with SEARCH and RESET buttons. The table below lists instructor profiles with columns for Instructor Name, IPRN, Authorised ITI Code, Date of Birth, Register Mobile Number, Email ID, ITI Name, Mapping Status, and Application Status. The 'Take Action' button is highlighted with a red box.

Instructor Name	IPRN	Authorised ITI Code	Date of Birth	Register Mobile Number	Email ID	ITI Name	Mapping Status	Application Status	Action
XXXXXXXXXX XXXXXXXXXX	N/A	XXXXXXXXXX	XXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Government Industrial Training Institute, PRATAPGARH	Not Mapped	Pending	View Details Take Action
XXXXXXXXXX XXXXXXXXXX	N/A	XXXXXXXXXX	XXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Government Industrial Training Institute, PRATAPGARH	Not Mapped		

- Click on **Take Action**, the following screen appears.
- The **Verify Instructor Application** screen is organized into five sections, which provide comprehensive information about the instructor:
  - Personal & Address Details
  - Instructor Educational Qualifications
  - Instructor Professional Education
  - STQ & Experience
  - Current Employment Details

- The **Personal & Address Details** screen allows the Authorized ITI approver to review each field carefully against the original documents provided. Select the appropriate verification status for every detail before proceeding.
- Ensure that the instructor’s **Name, Date of Birth, Gender, Photograph, and Aadhaar Number** match the supporting documents.

- Select the checkbox as **“Verified & Approved”** to approve the details provided by the submitted ITI Approver.
- Select the checkbox as **“Sent Back for Re-submission”** to send back the added details for clarity.
- Enter the appropriate remarks for the action post selection of verified/sendback checkbox for all the five fields.
- Select the check box, to accept the disclaimer **“The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor”**.

- Click **NEXT** to continue to the next step of the application review and the **Instructor Education Qualification** screen appears.
- The Instructor Education Qualification screen allows the Authorized ITI to take action for the Instructor education qualification under the Action button.

**Instructor Education Qualification**

Note: Details should be verified with original documents

Qualification	Year of Passing	School Board University	Subjects	Grade/Percentage	Uploaded Document	Verified & Approved	Sent Back
8th	2026	abc	abc	50	<a href="#">View Document</a>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks by Authorized ITI  
Enter Remarks by Authorized ITI

\* Disclaimer  
 The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor.

**BACK** **NEXT**

- If the User wants to send back the Instructor education qualification, click on sent back.
- If the user wants to approve, Click on **Verified & Approved**, the following screen appears.

Are you sure you want to Verify?

**SUBMIT** **CANCEL**

- Click on **Submit**, the status changed to **Verified** from Pending.
- Enter the appropriate remarks for the action post selection of verified/sendback checkbox for all the five fields.

- Select the check box, to accept the disclaimer “The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor”.
- Click **BACK** to review the previous step. Click **NEXT** to continue to the next step of the application review and the Instructor Professional Education screen appears.
- The Instructor Professional Qualification screen enables the Authorized ITI to take actions on the listed Instructor professional education records under the Action column.

The screenshot shows the 'Instructor Professional Education' screen. At the top, a progress bar indicates the current step is 'Instructor Professional Education'. Below this, a table lists education records. The first row is highlighted, and a dropdown menu is open over the 'Action' column, showing 'Verified & Approved' and 'Sent Back' options. Below the table is a text area for 'Remarks by Authorized ITI' and a disclaimer checkbox. The disclaimer text is: 'The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor'. At the bottom, there are 'BACK' and 'NEXT' buttons.

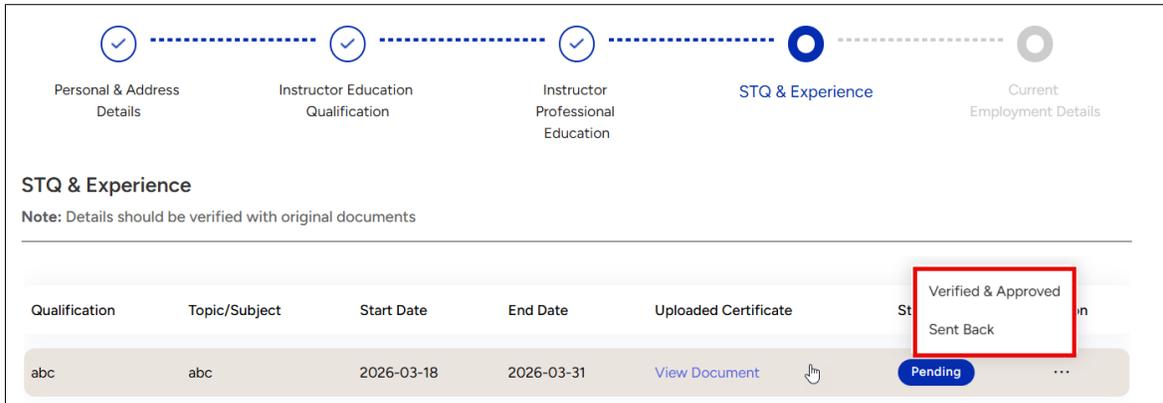
Qualification	Sub Qualification	Specialization	Year of Passing	Trade/Course /Subject	ExaminationBody /Board/University	Agg Percent Marks/Grade	Training Duration	Instructor NSQF level	Instructor Sector	Upload Documents	Action
CTS	N/A	N/A	2020	N/A	DGT	50	6 Months	N/A	N/A	View Document	Pending

- If the User wants to send back the professional education, click on sent back.
- If the user wants to approve, Click on **Verified & Approved**, the following screen appears.

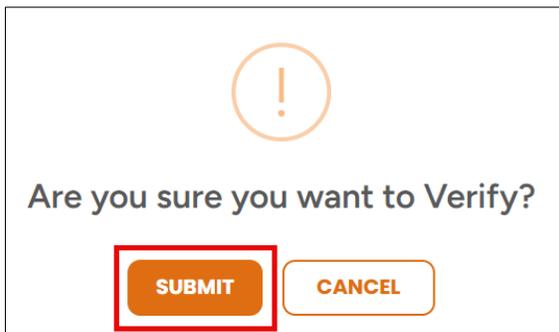
The dialog box features a large orange exclamation mark icon at the top. Below the icon, the text reads 'Are you sure you want to Verify?'. At the bottom, there are two buttons: 'SUBMIT' and 'CANCEL'. The 'SUBMIT' button is highlighted with a red border.

- Click on **Submit**, the status changed to **Verified** from Pending.
- Enter the appropriate remarks for the action post selection of verified/sendback actions for each professional education row.

- Select the check box, to accept the disclaimer “The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor”.
- Click **BACK** to review the previous step. Click **NEXT** to continue to the next step of the application review and the STQ & Experience screen appears.
- The STQ & Experience screen allows the Authorized ITI to take action for the Instructor under Action.



- If the User wants to send back the STQ & Experience, click on sent back.
- If the user wants to approve, Click on **Verified & Approved**, the following screen appears.



- Click on **Submit**, the status changed to **Verified** from Pending.

- The Experience Details screen allows the Authorized ITI to take action for the Instructor under Action.

Nature of experience (Academic/Industry)	ITI Type	Name of the ITI/Industry/Collage/Institute Name	Address	State	District	Position/Designation	Trade	Department	Start Date	End Date	Instructor NSQF level	Instructor Sector	Uploaded Experience Certificate	Verified & Approved	Sent Back
Industry	N/A	abc	abcabc	KARNATAKA	CHIKKABALLAPURA	AC Technician	N/A	abc	2026-03-18	2026-03-31	N/A	N/A	View Document	Pending	

\* Remarks by Authorized ITI  
Enter Remarks by Authorized ITI

\* Disclaimer  
 The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor.

BACK NEXT

- If the User wants to send back the Experience details, click on sent back.
- If the user wants to approve, Click on **Verified & Approved**, the following screen appears.

Are you sure you want to Verify?

SUBMIT CANCEL

- Click on **Submit**, the status changed to **Verified** from Pending.
- Enter the appropriate remarks for the action.
- Select the check box, to accept the disclaimer “The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor”.
- Click **BACK** to review the previous step. Click **NEXT** to continue to the next step of the application review and the **Current Employment Details** screen appears.

- The Current Employment Details screen allows the authorized ITI to take action for Verification Status for employment details.

Personal & Address Details    
  Instructor Education Qualification    
  Instructor Professional Education    
  STQ & Experience    
  **Current Employment Details**

### Current Employment Details

**Note:** Details should be verified with original documents

<b>Scheme (CTS/CITS/PMKVY/JSS)</b>	CTS	<b>Trade/Course/Subject</b>	ADVANCED CNC MACHINING TECHNICIAN (NSQF)
<b>Sector</b>	Capital Goods & Manufacturing	<b>NSQF level of the course</b>	4
<b>Employee Type</b>	Regular	<b>Employee Group</b>	Vocational Instructor
<b>Employee Category</b>	Group A	<b>Date of Joining</b>	17-Mar-2026
<b>Uploaded Joining Letter</b>	<a href="#">Joining Letter Preview</a>		

**\* Verification Status for employment details**

Verified & Approved  
 Sent Back for Re-submission

**\* Remarks by Authorized ITI**

Enter Remarks by Authorized ITI

**\* Declaration**

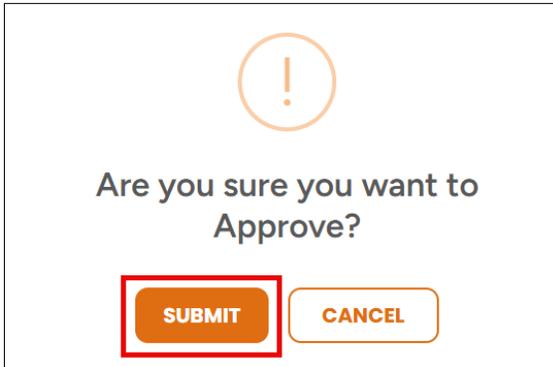
I, the Principal of the concerned ITI, hereby certify that the educational and professional qualifications of the Instructor in the relevant trade/specialization have been duly verified with reference to the trade/specialization mentioned in norms prescribed by the Directorate General of Training (DGT). It is further certified that the Instructor fulfills the prescribed qualifications trade/specialization for engagement in the selected trade/specialization in accordance with the prevailing norms of DGT.

**\* Disclaimer**

The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor.

- Post reviewing the details if the User wants to send back the Current employment details, click on sent back.
- If the user wants to approve, click on **Verified & Approved**.
- Enter the appropriate remarks for the action.
- Select the checkbox, to accept the Declaration.
- Select the check box, to accept the disclaimer “The details entered have been duly verified and the uploaded documents have been cross-checked with the original documents/certificates produced by the instructor”.
- Click on **Next**, the following screen appears.



- Click on **Submit**, the application status will change to “**Verified**”.

**Note:**

- During verification, if the user approves all fields and details across all five steps, the profile will be approved.
- While verifying each step, if the user selects any detail as “Send Back” at any stage, the entire profile will be marked as sent back. However, only the specific step where the “Send Back” action was applied will be editable by the Submitted ITI Approver after it is returned by the Authorized ITI Approver. All other steps that have already been approved by the Authorized Approver will remain non-editable and will be available in read-only mode to the Submitted ITI Approver.
- While verifying the instructor profile details, if the user selects even one field in any section as “Send Back” while marking other fields as “Approved,” the entire step will be marked as “Send Back.” Consequently, the submitted ITI approver will be able to edit the profile once it is sent back.
- The authorized ITI approver can return a profile a maximum of three times. If it is sent back a fourth time, the profile will be automatically rejected.