Instruction Manual

CTS – ITI Approver
(Instructor Module – Phase 2)

Table of Contents

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

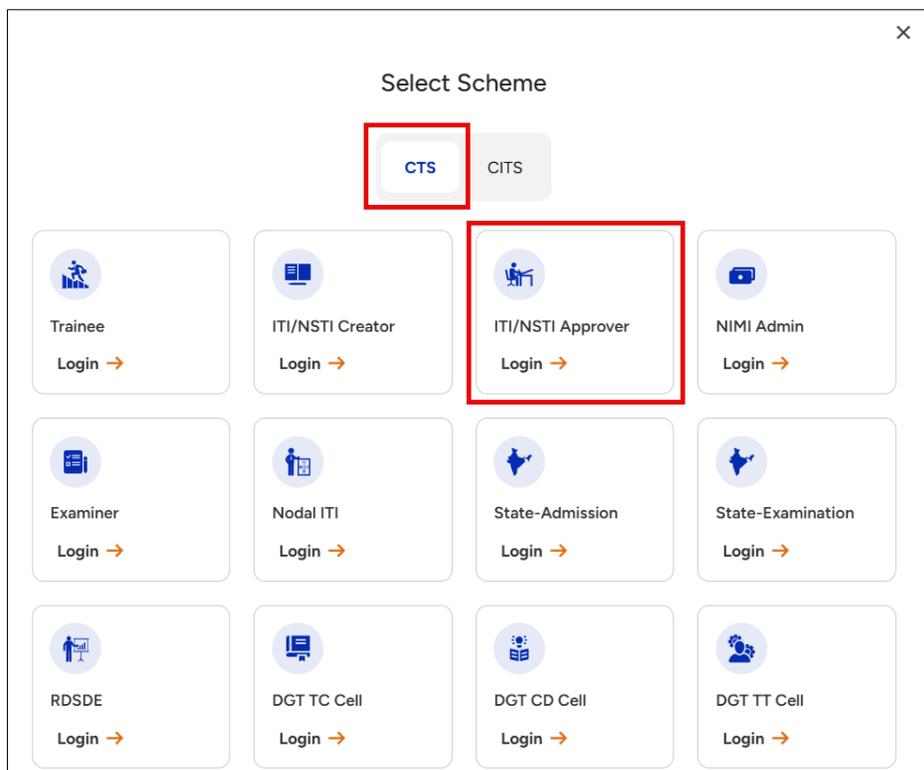The **Login** screen allows users to login as ITI/NSTI Approver.

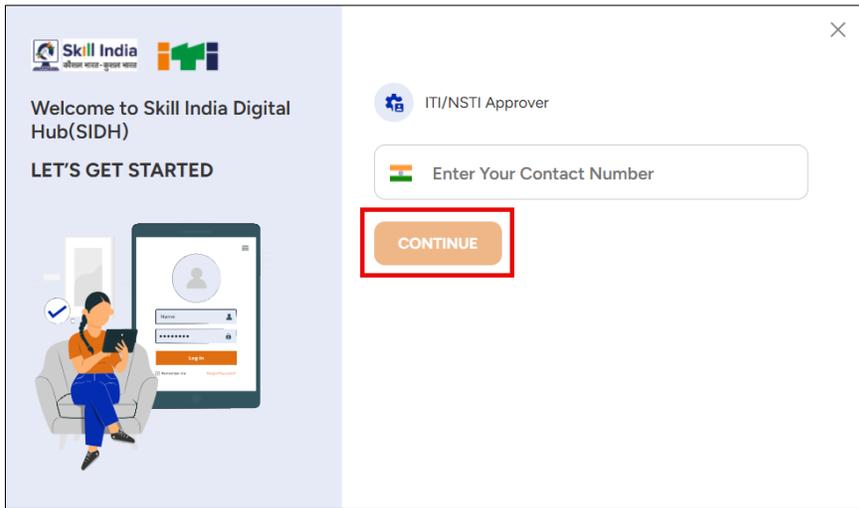URL: https://dgt.skillindiadigital.gov.in/

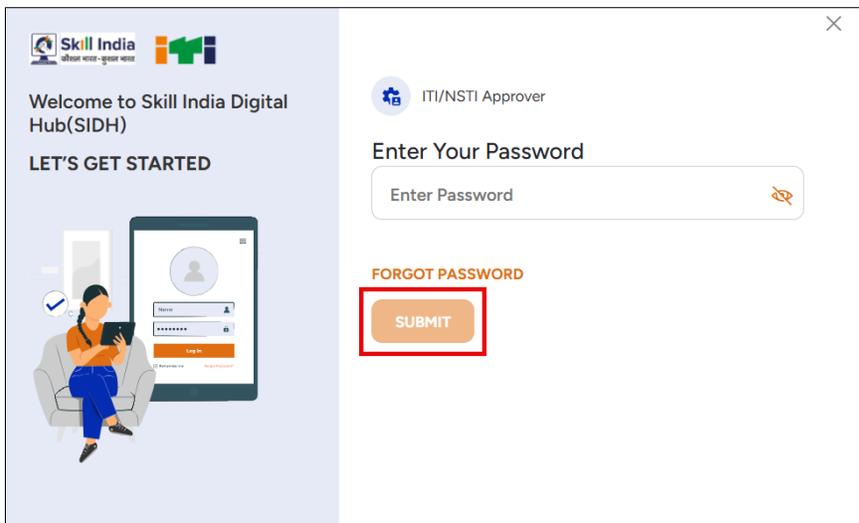➤ Click on **Login**, and the **Select Scheme** screen appears.
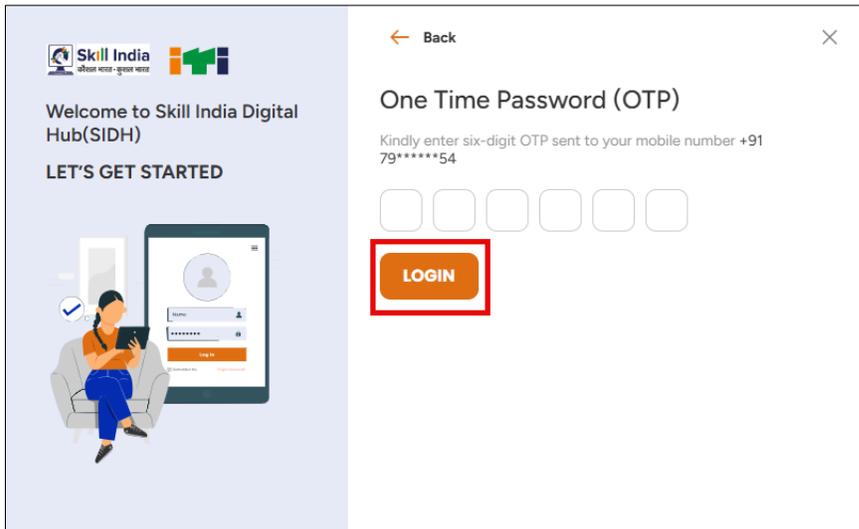

➤ Click on **CTS**.

➢ 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

- 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.

➢ 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

➢ 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	XXXXX
Date of Birth	XXXXXXX	Gender	Male
Marital Status	Married	Category	SC
Religion	Hinduism	Personal Identification Mark	NO MARK
Language Known	Hindi	Father/Husband Name	XXXXXXXXXX
Photograph	View Photograph	Mobile Number	XXXXXXXX
Email ID	XXXXXXXXXXXXX	Pan No.	XXXXXX060H
Pan Card Uploaded	View Pan Card		

- The ITI Approver can also view the Photograph and Pan Card Uploaded by the Instructor.

- The Adress 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

Permanent Address

Permanent Address	XXXXXXXXXXXX	Permanent Block	Arnod
Permanent Tehsil	Arnod	Permanent State	RAJASTHAN
Permanent District	PRATAPGARH	Permanent Pincode	XXXXX

Correspondence Address

Correspondence Address	XXXXXXXXXXXX	Correspondence Block	Arnod
Correspondence Tehsil	Arnod	Correspondence State	RAJASTHAN
Correspondence District	PRATAPGARH	Correspondence Pincode	XXXXX

- 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.

Instructor Education Qualification						—
Qualification	Sub Qualification	Year of Passing	School Board University	Subjects	Grade/Percentage	Uploaded Document
10th	N/A	2011	BSER	ALL Subject	53	View Document
12th	N/A	2013	BSER	Commerce	55.40	View Document

➢ 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.

Instructor Professional Education													—
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	View Document	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	View Document	N/A	N/A
Certification	N/A	Certificate	N/A	Others	N/A	2017	N/A	VMOU KOTA	79	3 Months	View Document	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.

STQ & Experience —

STQ & Experience

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

Experience Details

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	View Joining letter

- 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	XXXXXXXX- 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

➢ 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.

- 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.

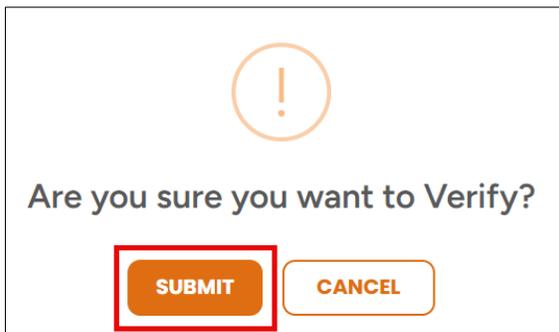- Click on **Submit**, the status changed to **Verified** from Pending.

- 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.

➢ 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.

➢ 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.
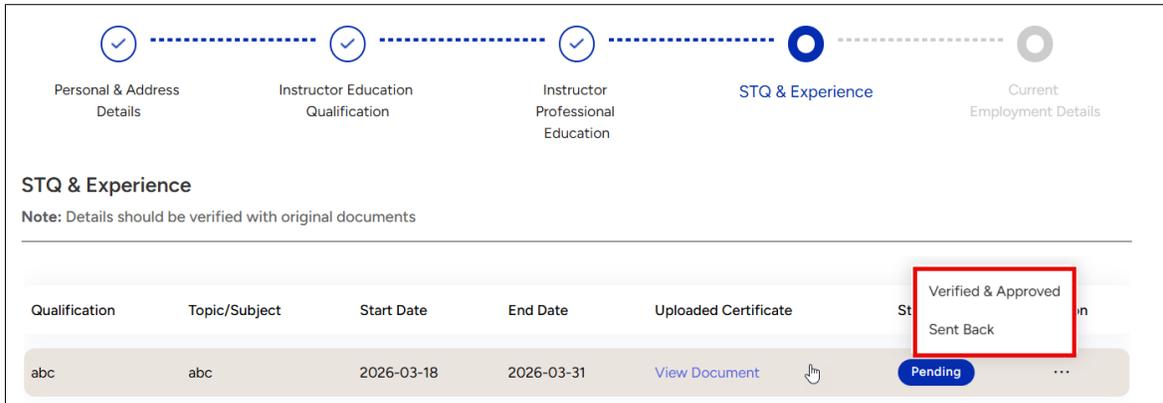
- If the User wants to send back the STQ & Experience, click on sent back.

- 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.

➤ 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.

➤ 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.

➢ 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.
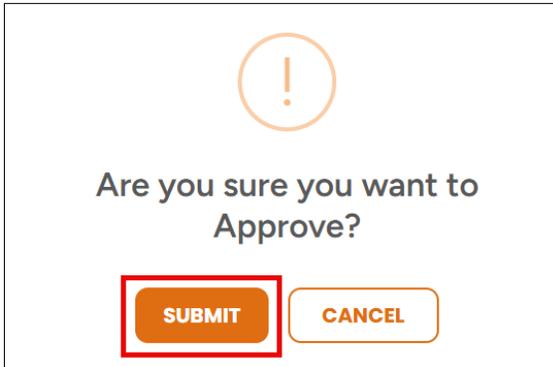
- ➢ Click on **Submit**, the application status will change to "**Verified**".

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.