

Revised Frequently Asked Questions (FAQ) version4
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.

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**
- 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 (from ITI approver login)**. This selection is final and cannot be changed once registration form is submitted by instructor.

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 and approval must be completed by 04 May 2026 for ITSU mapping for the session 2026. Instructors whose registrations are approved after 04 May 2026 will not be eligible for ITSU mapping for the 2026 session.

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 by 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.

FAQs amended from 05.03.2026

Q34. Can registration be rejected if the demographic details in Aadhaar differ from the certificates?

No. Registration should not be rejected solely due to a mismatch between Aadhaar demographic details (Name, Date of Birth, Gender) and the details mentioned in certificates.

The Principal of the authorized ITI must verify the supporting physical documents submitted by the instructor during verification and ensure that the candidate is the same person as reflected in both the Aadhaar and the certificates. After satisfactory verification of identity and other details available on the portal, the registration may be approved.

A candidate should not be rejected merely due to discrepancies in Aadhaar details and certificate details, provided that the instructor submits valid supporting documents establishing that the mismatch is due to clerical or other reasons and does not indicate a change in the identity of the candidate.

However, IPRN will be generated, and the Aadhaar demographic details obtained through eKYC will be retained in the system. Instructors may update their demographic details in Aadhaar and perform re-eKYC at any time through their login.

Q35. Is CITS mandatory for registering an instructor in NIMS?

No. CITS is not mandatory for registering an instructor on the NIMS portal. The objective of the NIMS portal is to maintain an instructor repository at the scheme level (ITI/PMKVY/JSS, etc.), facilitate ITSU/batch-level mapping, and support Continuous Professional Development (CPD) for instructors. Therefore, the portal does not mandate CITS qualification for the purpose of instructor registration.

However, this does not imply that CITS qualification is not required for instructors. All ITIs must comply with the guidelines and directions issued by DGT from time to time regarding instructor qualifications, including the requirement of CITS wherever applicable.

Q36. Are experience and short-term qualifications mandatory for registering an instructor in NIMS?

No. Experience and short-term qualifications are not mandatory for registering an instructor on the NIMS portal. However, ITIs must ensure compliance with the qualification norms and guidelines issued by DGT from time to time while engaging instructors.

FAQs amended from 20.03.2026

Q. 37: Required values like qualification, specialization, duration, etc., are not appearing in the UI at various field levels. What should be selected in such cases?

The dropdown fields may contain more than 200 values; however, only the top 20 values are displayed by default. Users are required to type at least the first three letters of the relevant trade/qualification to view the appropriate options. If the desired option is still not available, users may select the “Others” option, upon which a separate text box will be enabled to manually enter the required value.

Q. 38: Is there any separate tag in IPRN to identify guest/contractual/permanent instructors?

No, there is no separate tag in IPRN for identifying the nature of engagement (i.e., guest, contractual, or permanent instructors). The objective of registration on NIMS is to recognize individuals as skill instructors, irrespective of their employment type. The system is designed to maintain a national pool of skill instructors along with their current employment details. The nature of engagement is governed by the terms and conditions of the respective employer and is not linked to NIMS registration.

FAQs amended from 01.04.2026

Q. 39: What is the role of the Authorized ITI?

The Principal of the Authorized ITI is required to verify the instructor’s registration details and original documents once the registered instructor reports to the Authorized ITI along with all relevant certificates/documents.

The following actions are to be performed:

1. The Authorized Principal shall log in through the ITI-Approver login and click on the “NIMS Verifier” tab.

The system will display the list of registered instructors who have opted for document verification at the respective Authorized ITI.

2. The Principal shall select the reported instructor and click on the “Take Action” button to proceed with verification.
3. The Principal shall carry out verification of all five tabs available on the screen and follow the instructions provided under each tab.
4. The details filled in by the instructor in the application form shall be verified against the physical certificates/documents produced.
5. The uploaded documents available on NIMS shall also be matched with the original physical documents submitted by the instructor.
6. The Authorized Principal shall validate whether the instructor’s educational qualifications, professional qualifications, and specializations are appropriate for the selected trade in the current employment tab, as per DGT norms.
7. After checking all details appearing in the five tabs, the Authorized Principal shall mark each tab either as “Approved” or “Sent Back”, along with clear remarks and reasons wherever applicable.

Q.40: Can any additional information, qualifications, or experience be added after the registration form is submitted to the Authorized ITI?

No. The Edit option is available only until the registration form is submitted to the Authorized ITI.

Once the registration is submitted:

- The details and documents will be verified by the Authorized ITI based on the information and documents already submitted.
- If the application is sent back by the Authorized ITI, only those tabs that are marked as “Sent Back” will become editable.
- The instructor may then update the details and upload revised/new documents only in those sent-back tabs.
- All other tabs will remain non-editable.

If the instructor wishes to add any new information/documents in the non-editable tabs, they must first complete the current registration and approval process.

After IPRN generation, the instructor will be provided a login on NIMS, through which they can:

- edit their profile, and
- submit additional/new information and documents, as applicable.
- follow document verification through the Authorized ITI.

Q.41: Is an instructor allowed to change ITI or trade on NIMS?

Yes. An instructor is allowed to change the **ITI** on NIMS, subject to resignation from the existing ITI.

Further, an instructor is also eligible to change the trade through the profile edit option under the current trade section, subject to the following conditions:

- after completion of current engagement session,
- fulfillment of the required qualification,
- relevant specialization, and
- prescribed experience for the new trade,

followed by document verification through the Authorized ITI.

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