

F. No.-DGT-18029/1/2021-TTSection (C. No. 43859)  
Government of India  
Ministry of Skill development & Entrepreneurship (MSDE)  
Directorate General of Training (DGT)  
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Date: 02.02.2022

**NOTE**

**Sub: Grievance related to correction of profiles of legacy trainees (Session 2014 Onwards) – reg.**

Sir,

The DGT, MSDE has opened the NCVT MIS portal for correction of profiles of the trainees (session 2014 onwards) in their National Trade Certificates (NTC). Trainees desirous of getting their profiles corrected in their certificates may apply through the link available in the NCVT MIS portal.


2. Path for lodging a grievance is as follows:

[www.ncvtmis.gov.in](http://www.ncvtmis.gov.in) → Complaint Tool → Grievance → Log Grievance

3. Path for process flow of lodging a grievance is as follows:

[www.ncvtmis.gov.in](http://www.ncvtmis.gov.in) → Help → User Manual → Grievance User Manual

4. Further for session 2013 and before, RDSDEs is requested to verify and compile all correction cases forwarded by State Directorate as per enclosed SOP and send to TT cell for generation of fresh NTC .

  
(Dr. M. Jayaprakasan)  
Controller of Examinations

To,

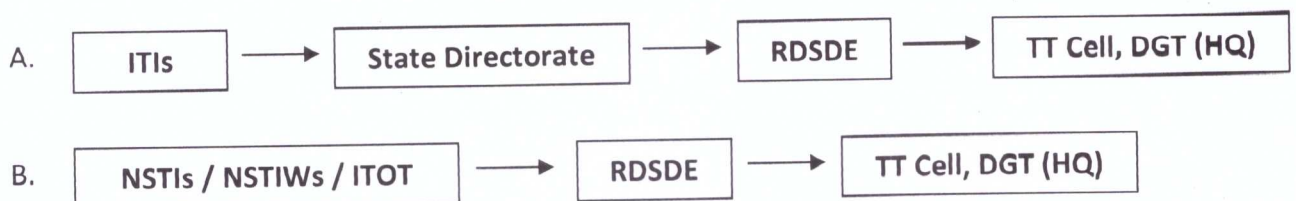
1. All the State Directorates dealing with Craftsmen Training
2. All the Regional Directorates of Skill Development & Entrepreneurship
3. DGT Website for wide circulation.

**Guidelines for Generation/Correction of e-NTC/e-NCIC/e-NAC/COE (Basic & Advanced)**

- Forwarding letter must be signed by State Director (eNTC,eNAC, CoE)/Regional Director (eNTC,eNAC, eNCIC) for DGT along with detail of the certificates as under:-
- Documents required for generation of e-NTC/e-NCIC/e-NAC/COE (Basic & Advanced).

Sl. No.	Documents Required	e-NTC	e-NAC	e-NCIC	COE (Basic & Advanced)
1.	Result sheet	Yes	Yes	Yes	Yes
2.	Template (Excel)	Yes	Yes	Yes	Yes
3.	Template (PDF) duly signed by Controller of Examination	Yes	Yes	Template & Result verified by the Director, RDSDEs	Yes
4.	Copy of contract & Stipend	No	Yes	No	No
5.	Approval of Director for submitting old certificates	Yes	Yes	Yes	Yes
6.	Affiliation in that particular year and Trade	Yes	No	For Private ITOT	No

- In case of correction and issue of fresh certificate in the name of trainee / father's name / DOB, **SURRENDER THE ORIGINAL CERTIFICATE** / cancelled copy of certificate issued by Member Secretary, NCVT to respective RDSDEs.
- In case of duplicate, FIR copy must be attached along with forwarding letter of State Director/Regional Director.
- Channel for Submitting / Verifying the documents for Generation of e-Certificates:-



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