7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date: 08.04.2025

To
Principal Secretaries of all the State Governments/UT Administrations
(Dealing with Craftsmen Training Scheme).

Subject: Training Calendar for the Six Months, One and Two-year Trades of the Craftsmen Training Scheme (CTS) in Industrial Training Institutes (ITIs), Session: 2025 -Reg.

Sir/Madam,

   The Directorate General of Training (DGT) in the Ministry of Skill Development and Entrepreneurship is responsible for coordinating national vocational training programs in Industrial Training Institutes (ITIs). While the DGT is responsible for developing standards and trade testing, and the day-to-day administration of ITIs is managed by State Governments and Union Territory Administrations.

2. Accordingly, the DGT releases a Training Calendar for each session to all the State/UT Directorates for carrying out CTS admission process as per the schedule. The details of training calendar-2025 for running **Craftsmen Training Scheme (CTS)** in Industrial Training Institutes (ITIs) nationwide is given as follows:

I.   **Training Schedule for One- year and Two-Year Trades: Session 2025.**

S.no	Activity	Timelines*
1	Advertisement for admission by concerned Directorates of State/UT.	April 2025
2	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government & Private ITIs.	30.08.2025
3	Closing date for Admissions by concerned directorates of State/UT. (Both in Government & Private ITIs).	30.08.2025
4	**Trainee Data Upload by State/UT Directorate through API/Template.** *(By all the States/UTs & NSTIs)*	15.09.2025 to 04.10.2025
5	**Trainee Verification.** *(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)*	13.10.2025 to 31.01.2026

	Note(s): 1. *Trainees are not permitted to perform trainee verification directly on the SIDH portal.* 2. *ITIs are authorized to complete trainee verification only through Aadhaar eKYC of a trainee.* *Trainees without an Aadhaar number can also complete trainee verification through a "Nodal ITI" after being marked as a non-Aadhaar trainee by the ITI.*	
6	**Trainee Verification through Nodal ITI** *(only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)*	12.01.2026 to 31.01.2026
7	Start of Academic Session (Starting date of Training).	01.09.2025
8	End of Academic Session (Closing date of Training).	16.06.2026
9	AITT	July/August 2026

Total 1590 Hours= 1200 Hrs Training Hours + 150 Hrs OJT/Group Project + 240 Hrs Language subject for NIOS

II.   **Training schedule for six months Trades: Session 2025.**

S.no	Activity	Timelines*
**Six Months duration trades Batch-I (01.09.2025 to 23.01.2026)**	
1	Advertisement for admission by concerned Directorates of State/UT.	April 2025
2	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government & Private ITIs.	30.08.2025
3	Closing date for Admissions by concerned Directorates of State/UT. (Both in Government & Private ITIs).	30.08.2025
4	**Trainee Data Upload by State/UT Directorate through API/Template.** *(By all the States/UTs & NSTIs)*	15.09.2025 to 04.10.2025

5	**Trainee Verification.** *(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)* Note(s): 1. *Trainees are not permitted to perform trainee verification directly on the SIDH portal.* 2. *ITIs are authorized to complete trainee verification only through Aadhaar eKYC of a trainee.* 3. *Trainees without an Aadhaar number can also complete trainee verification through a "Nodal ITI" after being marked as a non-Aadhaar trainee by the ITI.*	13.10.2025 to 31.01.2026
6	**Trainee Verification through Nodal ITI** *(only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)*	12.01.2026 to 31.01.2026
7	Start of Academic Session (Starting date of Training).	01.09.2025
8	End of Academic Session (Closing date of Training).	23.01.2026
9	AITT	January/February 2026
Six Months duration trades Batch-II (27.01.2026 to 16.06.2026)		
10	Advertisement for admission by concerned Directorates of State/UT.	December 2025
11	All kinds of CTS admission related activities like seat allotment through counselling, offline/online, walk-in, spot counselling in all Government & Private ITIs.	24.01.2026
12	Closing date for Admissions by concerned Directorates of State/UT. (Both in Government & Private ITIs).	24.01.2026
13	**Trainee Data Upload by State/UT Directorate through API/Template.** *(By all the States/UTs & NSTIs)*	02.02.2026 to 14.06.2026
14	**Trainee Verification.** *(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)* Note(s): 1. *Trainees are not permitted to perform trainee verification directly on the SIDH portal.*	16.02.2026 to 07.03.2026

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	2. *ITIs are authorized to complete trainee verification only through Aadhaar eKYC of a trainee.* 3. *Trainees without an Aadhaar number can also complete trainee verification through a "Nodal ITI" after being marked as a non-Aadhaar trainee by the ITI.*	
15	**Trainee Verification through Nodal ITI** *(only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)*	02.03.2026 to 07.03.2026
16	Start of Academic Session (Starting date of Training).	27.01.2026
17	End of Academic Session (Closing date of Training).	16.06.2026
18	AITT	July/August 2026

*Total 675 Hours= 600 Hrs Training Hours + 75 Hrs OJT/Group Project.

Important Guidelines:

1. This Admission calendar supersedes all previous orders related to CTS admissions in government and private ITIs nationwide.
2. Respective SSDECs are requested to monitor and ensure admission activities according to the schedule provided by DGT.
3. SSDECs/State Directorates must allow admissions only in active ITIs with affiliated trades and units.
4. SSDECs/State Directorates should not permit admissions in ITIs that have applied for shifting.
5. SSDECs/State Directorates may allow admissions in 50% of affiliated units for two-year courses to facilitate annual admissions.
6. To increase productivity and efficiency in the industry, skilled manpower is essential. It is important to attract interested and talented individuals for job roles and train them accordingly. The respective SSDEC should take proactive steps to address information asymmetry in filling available trade seats through various measures, including:

- Advertising through local media, hoardings, posters, and banners at secondary schools about available training options in each district.
- Encouraging district education officers and school Principals to promote ITI admissions to students and parents.
- Providing counselling and guidance to school dropouts and prospective trainees about career prospects after ITI training.
- Coordinating with gram panchayats and local bodies to run mobilization campaigns for admissions.
- Publicizing through local channels, radios, print media, social media and brochures.
- Involving District Skilling Committees (DSC) to broaden the prospects of ITIs in their districts.
- Promoting women candidates to increase their participation in ITIs.
- Publishing a yearbook to showcase ITIs, activities, initiatives, and success stories.

7. Following is the tentative timeline for affiliations for the session 2025 admission

Affiliation activity	Cut-off date
Cut-off date for online Inspection reports for considering in session 2025, i.e., inspection reports received after this date will not be considered for session 2025.	15.06.2025
Tentative date of SCAA meeting	last week of June 2025
Compliance cases time frame for the ITIs having deficiencies	20.07.2025
Tentative date of SCAA for compliance cases	Third week of July 2025
Cut of date for affiliation for the session 2025, i.e. affiliation granted after this date will not be allowed to admit trainees in session 2025 (including all compliance reports received till 20.07.2025).	31.07.2025

8. Escalation matrix to be followed by all stakeholders for any queries related to CTS admissions 2025:

Level	Source	Grievance	Responsible authority to address grievances
Level-1	Trainee	All types of trainee's grievances related to CTS admissions 2025	Concerned ITI Principal
Level-2	ITI or NSTI (in case of NSTI trainees)	All types of grievances of ITI/NSTI related to admission, seat matrix, portal related issues	Director of concerned State/UT Directorate or RDSDE (in case of NSTI grievances)
Level-3	State/ UT Directorate or RDSDE (in case of NSTI grievances)	Consolidated grievances (related to CTS admission 2025) of State/UT Directorate which are not resolved at state level	May be raised to DGT-TC section (Direct grievances from trainees or ITI to DGT are not entertained)

Trainee Responsibilities:

1. **Trainees who have active admission are not allowed to take admission again in another CTS course in the session 2025, if he/she has taken admission without information will be deemed to be cancelled.**
2. Trainees must maintain a unique mobile number and email address for admission purposes. Each trainee will receive a user account linked to their registered mobile number, hence trainees must keep the registered mobile number and email address unchanged throughout the course duration as any modifications are not permitted.
3. For any issues related to admission and data upload on the SIDH portal, trainees should contact their respective ITI Principals.
4. Trainees have to complete trainee verification through the ITIs in which they have taken admission and PRN will be generated once trainee verification is completed.

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5. Trainees must complete the trainee verification process to generate a unique PRN ID. Only after this process is completed, the admission is confirmed, and trainees will be eligible for examinations.

ITI Responsibilities:

1. Any ambiguity or discrepancies in the seat matrix must be reported to the respective State/UT Directorate with supporting documents by 21.07.2025. After the deadline, the seat matrix will be considered final, and no corrections will be accepted until the completion of the 2025 session. (Requests directly from ITIs will not be entertained).
2. During trainee admission, ITIs must ensure the following with the trainees:

- **Trainees with active admission are not allowed to enroll in another CTS course. If a trainee enrolls without informing the ITI, their admission will be considered cancelled. It is essential for the ITI to verify this and obtain an undertaking from trainees at the time of admission.**
- Trainees should have a unique operational mobile number available until they are certified. Trainees will receive a login account using this mobile number to access their complete trainee lifecycle on the SIDH platform.
- Trainees can use any mobile number for ITI admission; it does not need to be an Aadhar-registered number.
- No changes in mobile number and email ID are allowed until trainees receive NTC.
- To avoid verification issues during trainee admission, ensure that the Aadhaar details of the trainee match those on their SSC/class X certificate. Any discrepancies between the two documents should be rectified promptly before cut-off date of admission.
- Trainees who opt for trainee verification through Aadhar eKYC must ensure the availability of the phone number registered in the Aadhaar database. Otherwise, the trainee can update a new mobile number in the Aadhaar database.
- ITIs must take utmost care while giving admission to trainees as the trainee State registration number, mobile number, email id, trainee Aadhar number, Trade, Shift, Unit are important parameters for admission and should be verified at multiple levels to ensure accuracy.

3. All consolidated issues regarding the admission/trainee verification process must be brought to the notice of the concerned State/UT Directorate from time to time.
4. Only ITIs affiliated as of 31st July 2025 will be eligible for admissions in Session 2025.
5. ITIs are responsible for coordinating with respective State/UT Directorates to ensure all trainees admitted in their ITI are uploaded/migrated to the DGT portal as per the schedule mentioned above. DGT will not consider any submissions outside the given time frame.
6. ITIs are advised to refer to guidelines and manuals published by DGT periodically through its platforms/emails.
7. ITIs are required to verify trainee data in all respects before uploading it on the SIDH portal. Once uploaded, any modification or deletion of records is strictly not allowed.
8. Once trainee data is uploaded by the state, changes in student data such as name, father's name, mother's name, date of birth, and shift/unit correction shall not be allowed.
9. If there is any mismatch in state-uploaded data and eKYC/trainee verified data, the record will be forwarded to the State login. Once the state approves, only then will the trainee PRN be generated. In this case, concerned ITIs have to contact the State/ directorate for prompt action.

10. ITIs should refer to the DGT manuals/videos provided for the "Trainee Verification Process" and follow the instructions accordingly.
11. In case of any difficulties during trainee verification, ITIs are advised to seek immediate assistance from the Nodal ITI Principal/State Directorate.
12. ITIs are strictly prohibited from using trainees Aadhaar numbers for the purpose of eKYC for ITI login, as this may result in the cancellation of trainee admission.

State/ UT Directorate Responsibilities:

1. **Trainees with active admission are not allowed to enroll in another CTS course for the session 2025. If a trainee enrolls without informing, the admission will be considered cancelled. The state must verify it and obtain an undertaking from the ITI Principal during data submission to the State/UT Directorate.**
2. All State/UT Directorates must maintain their own "Online Admission" portal for government and private ITIs.
3. State/UT Directorates are requested to migrate data from the state online admission portal to the SIDH portal through API link/Excel upload provided by DGT as per the schedule mentioned above.
4. State/UT Directorates must ensure that admissions in ITIs are based on the seat matrix available on the DGT portal(s).
5. Any ambiguity or mismatch in the seat matrix must be reported to the TC section with supporting documents by 21.07.2025. After the deadline, the seat matrix will be considered final, and no corrections will be accepted until the completion of the 2025 session. (Requests directly from ITIs will not be entertained)
6. During trainee admission, State/UT Directorates must ensure the following with the trainees:

- Trainees should have a unique operational mobile number until they are certified. They will be provided with a login account using this mobile number to access their complete trainee lifecycle on the SIDH platform.
- Trainees can use any mobile number for ITI admission; it does not need to be an Aadhar-registered number.
- No changes in mobile number and email ID are allowed until trainees receive NTC.
- To avoid verification issues during trainee admission, ensure that the Aadhaar details of the trainee match those on their SSC/ class X certificate. Any discrepancies between the two documents should be rectified promptly before cut-off date of admission.
- Trainees opting for trainee verification through Aadhar eKYC must ensure the availability of the phone number registered in the Aadhaar database.
- ITIs should verify important parameters like trainee State registration number, mobile number, email id, trainee Aadhar number, Trade, Shift, Unit at multiple levels to ensure accuracy during admission.

7. Only ITIs affiliated as of 31st July 2025 will be eligible for admissions in Session 2025.
8. State/UT Directorates must correct and re-upload records within the given timeframe by DGT based on error reports.
9. State/UT directorates and ITIs are advised to refer to guidelines and manuals published by DGT periodically through their platforms/emails.

10. State/UT directorates are required to verify trainee data thoroughly before uploading it on the SIDH portal. Once uploaded, any modification or deletion of records is strictly not allowed.
11. State/UT directorates are requested to take prompt actions on all profile, Aadhaar grievances, and Aadhaar change requests in a time-bound manner to avoid delays in PRN generation for trainees.
12. De-affiliated, inactive ITIs, and trades/units with zero admissions in the last two consecutive years will not be allowed to admit students unless re-affiliated by DGT.
13. Once trainee data is uploaded by the state, changes in student data such as name, father's name, mother's name, date of birth, and shift/unit correction shall not be allowed.
14. State/UT Directorates are advised to counsel and guide all government and private ITIs under their jurisdiction regarding the entire admission and trainee verification process.
15. State/UT Directorates are requested to sensitize about the admission process and trainee verification process through workshops, VCs with all government and private ITIs to ensure a smooth admission process on the SIDH portal.
16. Major or unresolved issues related to seat matrix/admission must be brought to the notice of DGT with required documentary support within the deadlines. No issues will be entertained after the given deadlines.
17. State/UT Directorates are advised to strictly adhere to the schedule and guidelines mentioned above. No deviations are allowed in any case.
18. Check list for data migration, user manuals for trainee verification is attached in annexures.

This issues with the approval of competent authority.

(Ujjwal Biswas)
Director-TC

Encl.: Annexure - I, Annexure - II and Annexure - III

Copy for kind information to:

1. Sr. PPS to Secretary, MSDE
2. OSD to DG/AS, DGT, New Delhi
3. DDG-HQ (IS), DDG-South (AK) and DDG-East (SKG)

Copy for necessary action to:

4. Directors, State Directorates/UTs dealing with CTS.
5. All RDSDEs and Principals of all NSTIs.
6. Director - CFI, TT, IT, CD at DGT, New Delhi
7. Director-NIMI

(Raju Kannam)
Deputy Director-TC