



Skill India

कौशल भारत - कुशल भारत



Contents

I. Overview	3
II. Instructions for Examiners to login.....	3
III. Instructions for Examiners to enter marks for single shift and unit.....	5
IV. Instructions for Examiners to enter marks for multiple shifts and units	8

I. Overview

This document details the functionality related to entering the marks of trainee in the system, after main examination. Marks can be entered for either a single/multiple shift and unit.

FAQs

Question	Answer
1. Who can enter the marks for the main examination, in the portal?	Examiner
2. Is the process same for supplementary exams?	It is different and detailed in User Manual_NCVT-MIS_Upload Marks of Supplementary Exams_0.2

II. Instructions for Examiners to login

1. In any web browser (preferably Chrome), open NCVT-MIS portal using URL:
<https://ncvtmis.gov.in/pages/home.aspx>
2. Below main page will open and then open Examiner Login page:

The screenshot shows the Ministry of Skill Development And Entrepreneurship portal. The navigation menu includes Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool. The 'Examiner' tab is highlighted, and a dropdown menu is open showing 'Examiner Login', 'Examiner Registration', and 'Examiner Activation'. A yellow callout box with two steps is overlaid on the page:

1. Click EXAMINER tab.
2. Click EXAMINER LOGIN menu item.

The page content includes a 'Welcome to DGT-Management Info' banner, a 'Skill India' logo, and a paragraph of text about the National Council for Vocational Training (NCVT). At the bottom, there is a link to 'click here to login' for internal users.

3. Below page will open:

Ministry of Skill Development And Entrepreneurship

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

Examiner Login Form

Examiner Id*

Login

1. Enter EXAMINER ID
2. Click LOGIN button.

4. After successful login, below page will open:

Ministry of Skill Development And Entrepreneurship

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

Examiner Login Form

Choose option here to send OTP

xxxxxxxx1@nipro.com

xxxxxxxx09

Send OTP

1. Select either the registered Email ID or registered Phone number.
2. Click SEND OTP button.

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5. Screen will display as below:

Ministry of Skill Development And Entrepreneurship

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

Examiner Login Form

Choose option here to send OTP

xxxxxxxx1@wipro.com

xxxxxxxx79

Resend OTP

Enter send OTP*

Verify

1. Enter OTP.
2. Click VERIFY button.

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6. Below page will open:

Ministry of Skill Development And Entrepreneurship

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | CFI | Help | Dashboard | Complaint Tool

Examiner Mapped ITI

Examination Type: -- Select --
Main Exam
Supplementary Exam

Select 'Main Exams' from the dropdown list

7. Portal will then display the screen depending on the mapped ITI (to the examiner). If it has-
- single shift and unit then refer [section III](#).
 - multiple shifts and units then refer [section IV](#).

III. Instructions for Examiners to enter marks for single shift and unit

1. In continuation to point 7 of [section II](#) above, if the examiner is mapped to an ITI with single shift and units then below page will open:

Ministry of Skill Development And Entrepreneurship

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | CFI | Help | Dashboard

Examiner Mapped ITI

Examination Type * Main Exam

ITI Name	Trade	Shift	Unit	Subject	Examiner	Status	Exam Session	Action
GR09000555 - Government ITI, Etah	Electrician (NSQF)	1	1	ALL	EX170901213 - PANKAJ KUMAR	Accepted	Exam Session 2022 / Year 1	Continue
GR09000555 - Government ITI, Etah	Electrician (NSQF)	2	1	ALL	EX170901213 - PANKAJ KUMAR	Accepted	Exam Session 2021 / Year 2	Continue

Click CONTINUE against the desired record

Note: CONTINUE button will be enabled only if the examiner had accepted the mapping with ITI, else it will be disabled.

2. Below screen will open displaying all the required details auto populated:

The screenshot shows the Ministry of Skill Development And Entrepreneurship website. The main header includes the logo and the text 'Ministry of Skill Development And Entrepreneurship'. Below the header is a navigation menu with links: Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool. The main content area is titled 'Examiner Mapped ITI Student List' and contains the following auto-populated details:

Examiner Registration No.	EX211901508	Examiner Name	SRIPARNA GHOSH
Exam System	Annual	Exam Type	Final
Academic Session	Aug-2020	Year/Semester	Year 2
Examination Session	Jul-2022	ITI	GU1900225 - Government I
Trade Name	Surveyor (NIQT)	Shift	SHIFT 1
Unit	UNIT 1		

Below the form are two buttons: 'Continue' and 'Back'. An orange box highlights the 'Continue' button, and an arrow points to it from a text box that says 'Click CONTINUE button'. At the bottom of the page, there is a footer: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.'

3. Based on above criteria, system will display the list of students as shown below:

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

Subject Name: Trade Practical Subject MaxMarks: 250 Total Students Count are: 14

Registration No.	Trainee Name	Attendance	Marks	Remarks
E200819030267	ABHJEET KORTANGA	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030268	DIPANWITA BHOWMICK	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="80"/>	
E200819030269	RAVEL MITRA	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="30"/>	
E200819030270	PRITAM GUIN	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030271	ANRUDDHA TALLIKDAR	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="50"/>	
E200819030274	DEBALINA BANERJEE	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030277	HOROTOSH PALLICK	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030280	HAZRUL HOQUE	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text"/>	
E200819030281	PAPSA PAL	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030283	RAHUL BISWAS	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030284	SHIVA DAS	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030286	SUKHENDU BISWAS	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	

Save Submit

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1. Check the 'Absent' or 'Present' in ATTENDANCE column as applicable.
2. Enter marks in MARKS column (should be between 0 to 250).
3. Enter REMARKS.
4. Click SAVE button.

4. Below page will open:

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

Examiner Verify By Passcode

Enter Your Passcode : * Upload Marks Document : * AKASH HIGH SCHOOL.jpeg

1. Enter PASSCODE.
2. Upload the mandatory document.
3. Click VERIFY button

- After successful verification of passcode data will be saved, and system will prompt the below message:

Ministry of Skill Development And Entrepreneurship

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

Examiner Mapped ITI Student List

Exam System: * Annual
 Academic Session: * Aug-2021
 Examination Session: * Jul-2022
 Trade Name: * Surveyor (NSQF)
 Unit: * Unit 1

Exam Type: * Final
 Year/Semester: * Year 1
 ITI: * GI13000223 - Government T
 Shift: * Shift 2

Submitted Back

Your passcode is verified and save student marks.

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IV. Instructions for Examiners to enter marks for multiple shifts and units

- In continuation to point 7 of [section II](#) above, if the examiner is mapped to an ITI with multiple shifts and units then below page will open:

Examiner Mapped ITI

Examination Type: * Main Exam

ITI Name	Trade	Shift	Unit	Subject	Examiner	Status	Exam Session	Action
GR09000555 - Government ITI, Etah	Electrician (NSQF)	ALL	ALL	ALL	EX170901213 - PANKAJ KUMAR	Accepted	Exam Session 2022 / Year 1	Continue
GR09000555 - Government ITI, Etah	Electrician (NSQF)	ALL	ALL	ALL	EX170901213 - PANKAJ KUMAR	Accepted	Exam Session 2021 / Year 2	Continue

Click CONTINUE against the desired record

Note: CONTINUE button will be enabled only if the examiner had accepted the mapping with ITI, else it will be disabled.

- Below screen will open displaying all the required details auto populated except for SHIFT and UNIT:

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home ITI Trainee Verification Instructor Examiner Calendar Functionalities Grading CFI Help Dashboard Complaint Tool

Examiner Mapped ITI Student List

Exam System: Annual
Academic Session: Aug-2021
Examination Session: M-2022
Trade Name: Cosmetology (NSQF)
Unit: --Select--

Exam Type: Final
Year/Semester: Year 1
ITI: GULSHORU25 - Government I
Shift: --Select--

Continue Back

1. Select applicable data in UNIT and SHIFT.
2. Click CONTINUE button.

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3. Based on above criteria, system will display the list of students as shown below:

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

Subject Name: Trade Practical Subject MaxMarks: 250 Total Students Count are: 14

Registration No.	Trainee Name	Attendance	Marks	Remarks
E200819030267	ABHJEET KORTANGA	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030268	DIPANWITA BHOWMICK	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="80"/>	
E200819030269	RAVEL MITRA	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="30"/>	
E200819030270	PRITAM GUIN	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030271	ANRUDDHA TALLKAR	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text" value="50"/>	
E200819030274	DEBALINA BANERJEE	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030277	HOROTOSH PALLICK	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030280	HAZRUL HOQUE	<input type="radio"/> Absent <input checked="" type="radio"/> Present	<input type="text"/>	
E200819030281	PAPSA PAL	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030283	RAHUL BISWAS	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030284	SHIVA DAS	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	
E200819030286	SUKHENDU BISWAS	<input checked="" type="radio"/> Absent <input type="radio"/> Present	<input type="text"/>	

Save Submit

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1. Check the 'Absent' or 'Present' in ATTENDANCE column as applicable.
2. Enter marks in MARKS column (should be between 0 to 250).
3. Enter REMARKS.
4. Click SAVE button.

4. Below page will open:

Ministry of Skill Development And Entrepreneurship

Support | Login | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Help | Dashboard | Complaint Tool

Examiner Verify By Passcode

Enter Your Passcode : * Upload Marks Document : * AKASH HIGH SCHOOL.jpeg

1. Enter PASSCODE.
2. Upload the mandatory document.
3. Click VERIFY button

5. After successful verification of passcode data will be saved, and system will prompt the below message:

The screenshot displays the Ministry of Skill Development And Entrepreneurship portal. The header includes the ministry's name, a logo, and navigation links for Support, Login, FAQ, Help, and SiteMap. A secondary navigation bar contains menu items: Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool. The main content area features a form titled "Examiner Mapped ITI Student List". The form contains two columns of dropdown menus for selection: Exam System (Annual), Academic Session (Aug-2021), Examination Session (Jul-2022), Trade Name (Surveyor (RSQF)), Unit (Unit 1), Exam Type (Final), Year/Semester (Year 1), ITI (GI13000223 - Government I), and Shift (Shift 2). Below the dropdowns are "Submitted" and "Back" buttons. A green message box at the bottom right of the form area states: "Your passcode is verified and save student marks." The footer of the page reads: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India."