

File No. DGT-MIS011/1/2026-O/o DIR (TC) [77713]
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023

Date: 08.05.2026

08/05/2026

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 in Industrial Training Institutes, Session: 2026 -Reg.

Sir/Madam,

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

2. Accordingly, the Directorate General of Training (DGT) releases a Training Calendar for each academic session to all State/UT Directorates, prescribing timelines for conducting the CTS admission process. The CTS admission process is reiterated below for information:

2.1. Training Calendar

DGT issues a Training Calendar for each academic session, prescribing timelines for admissions, data migration, and trainee verification for all Government and Private ITIs.

2.2. Trainee admission

Admissions are conducted by State/UT Directorates through their respective online portals or offline mechanisms. ITIs admit trainees in DGT-affiliated trades/units as per the approved seat matrix within the prescribed cut-off date.

2.3. SRN Allotment

Upon admission, a unique State Registration Number (SRN) is allotted to each trainee by the respective State/UT Directorate.

2.4. Data Migration to SIDH

Trainee data is migrated from the State/UT portal to the Skill India Digital Hub (SIDH) portal through API or Excel upload, as per the schedule defined by DGT.

2.5. Data Validation & Error Handling



The SIDH portal accepts 23 data fields with in-built validations for format and duplication. In case of errors, rectification shall be carried out by the State/UT Directorate in coordination with the concerned ITI. The responsibility for correction and re-upload of data lies solely with the State/UT Directorate and ITI; DGT shall not be responsible for such discrepancies.

ITIs can view the number of records uploaded on SIDH through their login. Records with errors shall be marked as “Sent Back” along with the corresponding error description.

2.6. Uploaded Data Verification by ITI

ITIs shall periodically verify the number of successfully uploaded records and those that have failed due to errors, as per the prescribed schedule. ITIs must rectify such records based on error descriptions and instructions provided by the State/UT Directorate and re-submit corrected data within the stipulated timelines to their State/UT directorate for re-upload on to SIDH portal.

2.7. Trainee Verification on SIDH

After successful data migration, the trainee list is made available in the ITI login on SIDH for verification. This includes mobile number verification through OTP, live photograph capture, and identity verification through Aadhaar or an alternate (non-Aadhaar) process. ITIs shall ensure completion of trainee verification for all the trainees admitted in their ITI within the prescribed timelines.

2.8. PRN & APAAR ID Generation

Upon successful verification, a unique Permanent Registration Number (PRN) is generated, enabling trainees to access SIDH for academic activities.

For trainees whose PRN is generated based on eKYC-authenticated data, such records are subsequently pushed to DigiLocker for generation of APAAR ID, as per prescribed guidelines.

2.9. Overall Process Responsibility

The entire CTS admission process—including counselling, admission, data validation, and verification—is carried out by ITIs, State/UT Directorates, and trainees. The role of DGT is limited to facilitation through an automated online system without manual intervention.

3. In this connection, the details of the Training Calendar for the academic session 2026 for implementation of the Craftsmen Training Scheme (CTS) in ITIs across the country are as follows:

Training Schedule for Six-Months (Batch-I), One-year and Two-Years Trades: Session 2026.

S.No	Activity	Timelines*	Responsibility
1	Closing date for Admissions by concerned directorates of State/UT. (Both in Government & Private ITIs).	08.08.2026	State/UT Directorates, NSTIs, ITIs
2	Data cleaning, data validation and preparedness for admitted trainee data and readiness of admitted trainee data migration to DGT portal.	08.08.2026 to 30.08.2026	State/UT Directorates, NSTIs, ITIs

3	API Schedule-I [Free slot] Trainee data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) <i>Note: It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-I.</i>	31.08.2026 to 19.09.2026 [20 days]	State/UT Directorates, NSTIs.
4	Last date to all ITIs to verify trainee's data uploaded by respective State/UT directorate and inform State/UT directorates for any pending records to be uploaded on SIDH. <i>Note:</i> - Any requests after this date will be treated as un-authorized admissions. - Each State/UT required to collect zero pendency from each ITI of their jurisdiction.	On or before 26.09.2026	Respective ITI
5	API Schedule-II [Free slot] Trainee data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) <i>Note: It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-I.</i>	28.09.2026 to 12.10.2026 [15 Days]	State/UT Directorates, NSTIs.
6	API Schedule-III [With Fine Rs. 10/- per trainee] Trainee data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) <i>Note:</i> It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-I.	19.10.2026 to 02.11.2026 [15 Days]	State/UT Directorates, NSTIs.

	2. <i>Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.</i>		
7	API Schedule-IV [With Fine Rs. 100/- per trainee] Trainee data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) Note: 1. <i>It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-I.</i> 2. <i>Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.</i>	03.11.2026 to 17.11.2026 [15 Days]	State/UT Directorates, NSTIs.
8	API Schedule-V [With Fine Rs. 1000/- per trainee] Trainee data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) Note: 1. <i>It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-I.</i> 2. <i>Payment option along with approval letter (not below the rank of Director) upload option will be</i>	18.11.2026 to 31.12.2026 [44 days]	State/UT Directorates, NSTIs.

	available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.		
9	Any pending trainee records beyond 31.12.2026 shall be considered only upon submission of a formal request duly approved by the Principal Secretary of the concerned State/UT. Such requests shall be accompanied by a penalty of Rs. 5,000/- per trainee, and the upload facility may be enabled subject to the approval of the competent authority. <i>Note:</i> 1. It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-I. 2. Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.	Beyond 31.12.2026 Received requests shall be duly verified for genuineness, and only cases found to be genuine shall be submitted to the competent authority for consideration. Based on the decision of the competent authority, data migration may be permitted or rejected accordingly.	State/UT Directorates, NSTIs.
10	Trainee Verification schedule (ITIs login is provided with all the list of trainees admitted by them for completing trainee verification) <i>Note(s):</i> 1. Trainee verification will be carried out by respective ITI approver login on the SIDH portal. 2. ITIs are authorized to complete trainee verification through Aadhaar eKYC of a trainee. 3. Trainees without an Aadhaar number can also complete trainee	10.09.2026 to 21.12.2026 [100 Days]	Concern ITI

	verification through a "Nodal ITI" after being marked as a non-Aadhaar trainee by the ITI. 4. In case of any technical difficulties or problem in trainee verification may refer the escalation matrix.		
11	Start of Academic Session (Starting date of Training) [6-Months Batch-I, 1 Year Trades, 2 Year Trades (1st year trainees of Session 2026 and 2 nd year trainees of 2025 session)]	10.08.2026	Concern ITI
12	End of Academic Session (Closing date of Training). [1 Year Trades, 2 Year Trades (1st year trainees of Session 2026 and 2 nd year trainees of 2025 session)]	29.05.2027	Concern ITI
13	End of Academic Session (Closing date of Training). [6-Months Batch-I]	19.12.2026	Concern ITI
14	AITT	June/July 2027	DGT-TT cell

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

II. Training schedule for six months Trades Batch-II: Session 2026.

S.no	Activity	Timelines*	Responsibility
Six Months duration trades Batch-II (25.01.2027 to 29.05.2027)			
1	Closing date for Admissions by concerned directorates of State/UT. (Both in Government & Private ITIs).	18.01.2027	State/UT Directorates, NSTIs, ITIs
2	Data cleaning, data validation and preparedness for admitted trainee data and ready for admitted trainee data migration to DGT portal.	19.01.2027 23.01.2027	to State/UT Directorates, NSTIs.
3	API Schedule-I [Free slot] Trainee data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs) 1. Note: It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-II. 2. Trainee data upload only available in Shift 6,7,8.	25.01.2027 to 30.01.2027 [06 days]	State/UT Directorates, NSTIs.

4	Any pending trainee records beyond 31.01.2027 shall be considered only upon submission of a formal request duly approved by the Principal Secretary of the concerned State/UT. Such requests shall be accompanied by a penalty of Rs. 1,000/- per trainee, and the upload facility may be enabled subject to the approval of the competent authority. <i>Note:</i> 1. It is the responsibility of State/UT directorate to correct errors if any noticed during trainee data upload and re-upload it by the specified cut-off date. Check list is provided in Annexure-II. 2. Payment option along with approval letter (not below the rank of Director) upload option will be available in respective State/UT login on SIDH. Approval letter template can be downloaded from SIDH.	Beyond 30.01.2027 Received requests shall be duly verified for genuineness, and only cases found to be genuine shall be submitted to the competent authority for consideration. Based on the decision of the competent authority, data migration may be permitted or rejected accordingly.	State/UT Directorates, NSTIs.
5	Trainee Verification schedule (ITIs login is provided with all the list of trainees admitted by them for completing trainee verification) <i>Note(s):</i> 1. Trainee verification will be carried out by respective ITI approver login on the SIDH portal. 2. ITIs are authorized to complete trainee verification 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. 4. In case of any technical difficulties or problem in trainee verification may refer the escalation matrix.	01.02.2027 to 02.03.2027 [30 Days]	Concern ITI



	5. Trainee verification would be enabled only for the trainees admitted in Shift 6, 7, 8.		
6	Start of Academic Session (Starting date of Training) [6-Months Batch-II]	25.01.2027	Concern ITI
7	End of Academic Session (Closing date of Training). [6-Months Batch-I]	29.05.2027	Concern ITI
8	AITT	June/July 2027	DGT-TT cell

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

4. Important Guidelines:

- This Admission Calendar supersedes all previous orders related to CTS admissions in Government and Private ITIs across the country.
- Respective State Skill Development & Entrepreneurship Committee (SSDEC) is requested to monitor and ensure that admission activities are conducted strictly as per the schedule issued by the DGT.
- It shall be the responsibility of each ITI to ensure registration of all instructors on the National Instructor Management System (NIMS) and shall mandatorily complete the mapping of Instructor Permanent Registration Number (IPRN) with affiliated ITSUs on or before 30.06.2026, and only those ITSUs that are duly mapped with instructors as on the said date shall be considered eligible for admissions for the academic session 2026.
- Upon successful mapping of instructors to ITSUs, ITIs shall be provided with the facility to generate the seat matrix through their login from 18.05.2026, based on verified instructor mapping. The seat matrix may be revised by ITIs up to 30.06.2026, subject to additional or updated instructor mappings completed on or before 30.06.2026.
- It is clarified that if an ITI does not map any instructor to a particular ITSU, it shall be deemed that the ITI does not intend to offer that unit for admissions due to non-availability of an instructor for the current session (i.e. 2026). Such ITSUs shall not be permitted for admissions without instructor mapping. However, these ITSUs may be utilized in subsequent academic sessions once a qualified instructor is duly mapped on the NIMS.
- The seat matrix generated as on 30.06.2026 shall be treated as final, and admissions for the academic session 2026 shall be conducted strictly as per the approved seat matrix. Accordingly, State/UT Directorates shall ensure that admissions are permitted strictly in accordance with the seat matrix generated based on instructor mapping for each ITSU.
- State/UT Directorates shall not restrict admissions in any ITSU that appears in the generated seat matrix for any reason, including zero admissions in previous years. ITSUs with zero admissions in prior sessions shall also be permitted to admit trainees, provided an instructor with valid IPRN is mapped and the unit is reflected in the seat matrix. No separate exercise is required in this regard.**
- In case of any issues related to mapping of affiliation/de-affiliation orders, ITIs may report the same to the DGT on or before **30.05.2026** at **cts-admissions@dgt.gov.in** along with the following documents:



- Affiliation/De-affiliation order
 - Letter from Principal
 - Relevant screenshots of the portal
- i. To enhance productivity and efficiency in industry, availability of skilled manpower is essential. SSDECs are requested to take proactive measures to address information gaps and improve seat utilization, including:

- Publicity through local media, hoardings, posters, and banners at schools
- Engagement with District Education Officers and school principals
- Counselling for school dropouts and prospective trainees
- Coordination with Gram Panchayats and local bodies
- Awareness through radio, print media, social media, and brochures
- Involvement of District Skilling Committees (DSCs)
- Promotion of women participation in ITIs
- Publication of yearbooks highlighting ITI achievements

5. Redressal Mechanism – CTS Admissions 2026

Level	Source	Nature of Grievance	Responsible Authority
Level-1	Trainee	All trainee-related grievances related to admissions	Concerned ITI Principal
Level-2	ITI / NSTI	NIMS, admission, seat matrix, portal-related issues.	State/UT Directorate or RDSDE (for NSTIs) may guide ITI as per DGT guidelines and extent rules.
Level-3	State/UT Directorate / RDSDE	Unresolved, consolidated /grievances at State/UT level related admissions.	DGT (TC Section)

Note: Direct grievances from trainees or ITIs to DGT shall not be entertained.

6. Roles & Responsibilities

To ensure a smooth admission and trainee verification process for the CTS session 2026, the roles and responsibilities of trainees, ITIs, and State/UT Directorates have been defined. All concerned are requested to adhere to these guidelines for effective implementation.

6.1 Trainee Responsibilities:

- Trainees who have active admission are not allowed to take admission again in another CTS course in the session 2026, if he/she has taken admission without information will be deemed to be cancelled.**
- 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.
- For any issues related to admission and data upload on the SIDH portal, trainees should contact their respective ITI Principals.

- d) 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.
- e) 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 other academic activities including examinations as per rules.

6.2 ITI Responsibilities:

- a) In case of any issues related to mapping of affiliation/de-affiliation orders, ITIs may report the same to DGT on or before 30.05.2026 at cts-admissions@dgt.gov.in, along with the documents referred to at Para 4(i).
- b) During trainee admission, ITIs shall ensure the following:
- **Trainees with an active admission are not permitted to enroll in another CTS course. In case a trainee enrolls without disclosure, the admission shall be liable for cancellation. ITIs must verify this and obtain an undertaking from the trainee at the time of admission.**
 - Each trainee must have a unique and operational mobile number, which shall remain active until certification. This number will be used for providing login access to the trainee lifecycle on the SIDH platform.
 - Any valid mobile number may be used for admission; it is not mandatory for the number to be Aadhaar-linked.
 - No changes in mobile number or email ID shall be permitted until issuance of the National Trade Certificate (NTC).
 - Aadhaar details must match with SSC/Class X certificate details. Any discrepancy must be rectified before the admission cut-off date to avoid verification issues.
 - Trainees opting for Aadhaar eKYC must ensure availability of the mobile number linked with Aadhaar. Alternatively, the trainee may update their mobile number in the Aadhaar database if UIDAI registered number is not accessible/not known.
 - ITIs must exercise due diligence while granting admission. Critical fields such as State Registration Number, mobile number, email ID, Aadhaar number, Trade, Shift, and Unit must be verified at multiple levels for accuracy.
- c. All consolidated issues related to admission and trainee verification shall be reported to the concerned State/UT Directorate in a timely manner.
- d. ITIs shall coordinate with State/UT Directorates to provide corrected trainee data in case of any discrepancies during upload. All trainee data must be uploaded/migrated to the DGT portal on or before 26.09.2026, as per the prescribed schedule. No requests beyond the stipulated timeline shall be entertained by DGT.
- e. ITIs are advised to regularly refer to the guidelines, manuals, and communications issued by DGT available under the “Affiliation and Admission” section on the DGT website (www.dgt.gov.in)
- f. Conduct awareness programmes for trainees and their parents to introduce APAAR ID and explain its significance. ITIs shall collect duly signed consent forms from trainees/parents, as applicable. Detailed guidelines regarding APAAR ID generation are provided in DGT letter dated 09.01.2026 (attached as Annexure-II).
- g. ITIs must ensure complete verification of trainee data prior to uploading on the SIDH portal. Once uploaded, modification or deletion of records shall not be permitted.



- h. Once trainee data is uploaded by the State/UT Directorate, no changes in core trainee details such as name, father's name, mother's name, and date of birth shall be permitted. Any genuine requests for correction shall be considered only through the Profile Grievance mechanism after generation of the trainee PRN.
- i. In case of any mismatch between State-uploaded data and eKYC/verified data, the record shall be routed to the State login. PRN generation shall be subject to approval by the State. ITIs must coordinate with the concerned State/UT Directorate for timely resolution.
- j. ITIs shall refer to the DGT manuals and video resources related to the "Trainee Verification Process" and strictly adhere to the prescribed procedures. The trainee verification video manual is enclosed as Annexure-III.
- k. In case of any difficulty during trainee verification, ITIs shall immediately seek assistance from the Nodal ITI Principal or the concerned State/UT Directorate.
- l. ITIs are strictly prohibited from using trainees' Aadhaar numbers for eKYC related to ITI login or Instructor registration. Any violation may result in cancellation of the ITI Approver account.

6.3 State/ UT Directorate Responsibilities:

- a. **Trainees with active admission shall not be allowed to enroll in another CTS course for the session 2026. In case a trainee enrolls without informing, such admission shall be treated as cancelled. The State/UT Directorate must verify this and obtain an undertaking from the ITI Principal at the time of data submission.**
- b. All State/UT Directorates shall maintain their own online admission portal for both Government and Private ITIs.
- c. State/UT Directorates are required to migrate trainee data from the State online admission portal to the SIDH portal through the API link/Excel upload facility provided by DGT, as per the prescribed schedule. User Manual for data migration through API is attached as Annexure-IV.
- d. State/UT Directorates shall ensure that admissions in ITIs are strictly based on the seat matrix generated as on **30.06.2026** in their respective SIDH portal login.
- e. **State/UT Directorates shall not restrict admissions in any ITSU appearing in the generated seat matrix for any reason, including zero admissions in previous years. ITSUs with zero admissions in previous sessions shall also be permitted to admit trainees, provided that an instructor with a valid IPRN is mapped and the unit is reflected in the seat matrix. No separate exercise is required in this regard.**
- f. During trainee admission, State/UT Directorates shall ensure the following:
 - i. Each trainee must have a unique and operational mobile number, which shall remain active until certification. The same number will be used to provide login access for the trainee on the SIDH platform to manage their lifecycle.
 - ii. Trainees may use any mobile number for admission; it is not mandatory for the number to be linked with Aadhaar.
 - iii. No change in mobile number or email ID shall be permitted until the trainee receives the NTC.
 - iv. Aadhaar details of the trainee must match with those in the SSC/Class X certificate. Any discrepancies must be rectified before the admission cut-off date to avoid verification issues.
 - v. Trainees opting for Aadhaar e-KYC verification must ensure that the mobile number linked with Aadhaar is active and accessible.



- vi. ITIs shall verify key details such as State Registration Number (SRN), mobile number, email ID, Aadhaar number, Trade, Shift, and Unit at multiple levels to ensure accuracy during admission.
- g. During trainee data migration, if any records fail to upload due to errors:
 - i. Such records shall be communicated to the respective ITIs along with the error details and required corrective actions.
 - ii. State/UT Directorates shall ensure follow-up with ITIs until the records are corrected and resubmitted.
 - iii. Corrected records must be re-uploaded within the timeline prescribed by DGT.
 - iv. In case any ITI is unwilling to re-upload the corrected data, a written confirmation shall be obtained from the concerned ITI.
 - v. All such communications and records shall be properly maintained and produced to DGT as and when required.
- h. In cases where an ITI fails to report the corrected data within the stipulated timeline, a communication shall be issued to such ITIs granting an extended time period. Further action may be taken as per applicable rules, with a clear and formal communication addressed to the concerned ITI Principal.
- i. State/UT Directorates shall collect a **Zero Pendency Certificate** from each ITI after **26.09.2026**.
- j. State/UT Directorates and ITIs are advised to refer to the guidelines and manuals issued by DGT from time to time through official platforms/emails.
- k. State/UT Directorates shall ensure that trainee data is thoroughly verified before uploading it to the SIDH portal. Once uploaded, no modification or deletion of records shall be permitted.
- l. State/UT Directorates shall submit the State/UT **Zero Pendency Certificate** to DGT on or before **23.11.2026** in the prescribed format (Annexure-V).
- m. State/UT directorates must ensure conduct of awareness programmes for trainees and their parents to introduce APAAR ID and explain its significance by all ITIs in their jurisdiction. Also, direct ITIs to collect duly signed consent forms from trainees/parents, as applicable. Detailed guidelines regarding APAAR ID generation are provided in DGT letter dated 09.01.2026 (attached as Annexure-II).
- n. State/UT Directorates shall take prompt action on all profile-related and Aadhaar-related grievances in a time-bound manner to avoid delays in PRN generation.
- o. Once trainee data is uploaded by the State/UT Directorate, changes in trainee details such as name, father's name, mother's name, date of birth, shall not be allowed. Any genuine requests shall be processed only through the Profile Grievance mechanism after trainee PRN is generated.
- p. State/UT Directorates are advised to counsel and guide all Government and Private ITIs under their jurisdiction regarding the admission and trainee verification process.
- q. State/UT Directorates are requested to sensitize stakeholders through workshops, video conferences, and other means to ensure smooth implementation of the admission and trainee verification process on the SIDH portal.
- r. State/UT Directorates shall strictly adhere to the prescribed schedule and guidelines. No deviation shall be permitted under any circumstances.
- s. Checklists for data migration and user manuals for trainee verification are enclosed as Annexures.



7. This issues with the approval of competent authority.
8. Hindi version is followed.



(Ujjwal Biswas)
Director-TC

Encl.: Annexure – I to V

Copy for necessary action to:

- (1) All Directors, State Directorates/UTs dealing with CTS.
- (2) All RDSDEs and Principals of all NSTIs.
- (3) Director - CFI, TT, IT, CD at DGT, New Delhi
- (4) Director-NIMI

Copy for kind information to:

- (1) Sr. PPS to Secretary, MSDE
- (2) Sr. PPS to Director Geenral, DGT, New Delhi
- (3) DDG(HQ.), DDG-South and DDG-East



(Raju Kannam)
Deputy Director-TC

Input Checklist for State upload of 2026 Admissions data

- All the fields are mandatory (except Aadhar number), ensure you fill each one of them
- Make sure there are no missing values or gaps
- Verify data is entered in the correct fields
- Identify and remove duplicate entries and Cross check for existing records before adding new data
- Identify and record who entered the data for accountability

#	Field	Valid inputs	Remedial actions
1	State Registration Number (SRN)	Only Alphanumeric values (A to Z, 0 to 9) without any special characters	Re-Check the input SRN for any special characters, spaces and duplicacy and then resubmit the trainee details
2	Mobile Number	a. Should be 10 digits (without prefixes '+91' or '0') b. No allotting of same number to more than one trainee	Re-submit the trainee details after: a. Entering the mobile number in the correct format b. Resolving the conflict in case the input mobile number is already mapped to other trainees in the system.
3	UID Number	a. This field may be left blank if the Aadhaar number is not available for the trainee b. Should be 12 digits (should not start with a '0')	Re-submit the trainee details after: a. Entering the Aadhaar number in the correct format b. Resolving the conflict in case the input Aadhar number is already mapped with another mobile number in the system.
4	Trainee Name	a. Only alphabets (A to Z) and the four special characters '—', '-', '"', '.' b. Trainee Name length should be less than 100 characters	Remove any invalid characters and ensure the trainee's name is less than 100 characters before re-submitting
5	Gender	Only values : 'Male', 'Female', 'Others'	Re-submit after ensuring the input value is one of the three allowed options
6	Date of Birth	a. Date of Birth should be in yyyy-mm-dd format b. Trainee Age should be greater than 14 years as on 2026-08-17	Ensure the Date of Birth is in the correct format and trainee is older than 14 years before re-submitting
7	Father / Guardian Name	a. Only alphabets (A to Z) and the four special characters '—', '-', '"', '.' b. Trainee Name length should be less than 100 characters	Remove any invalid characters and ensure the Father / Guardian's name is less than 100 characters before re-submitting

8	Mother Name	a. Only alphabets (A to Z) and the four special characters ‘–’, ‘-’, ‘”’, ‘.’ b. Trainee Name length should be less than 100 characters	Remove any invalid characters and ensure the Mother's name is less than 100 characters before re-submitting
9	Email ID	The entered email address should consist of an email prefix, @ symbol, and an email domain	Ensure that the input email address is in valid format and there is no duplicacy before re-submitting
10	Category	Only values: General, Other Backward Class, Schedule Castes, Schedule Tribes.	Re-submit after ensuring the input value is one of the Four allowed options
11	Highest Qualification	Only Values: 8th, 10th, 12th, Diploma, Graduate and Above	Re-submit after ensuring the input value is one of the Five allowed options
12	ITI MIS Code	a. Only Alphanumeric values (A to Z, 0 to 9) without any special characters b. ITI code should be available in ITI Master for your state	Re-submit the trainee details after: a. Ensuring that entered ITI code is in correct format b. Ensuring that the ITI MIS code is mapped to your state in the ITI Master c. Ensuring ITI seat affiliation is present in the seat matrix for input trainee ITSU
13	Trade	Only enter the Trade Name as mentioned in the Trade Master	Re-Submit the input Trade name after: a. Ensuring the corresponding ITI is affiliated with the Trade b. Referring to the latest Trade Master file available to you
14	Shift	a. Valid shifts are 1,2,3 (for 1- and 2-year trades) b. Valid shifts are 1,2,3 (for 6-month trade, session I) 6,7,8 (for 6-month trade, session II)	Re-submit after entering the correct shifts as indicated
15	Unit	Only values between 1 to 40	Re-submit after ensuring the input value is within the indicated range
16	Session	Session number must be 82026	Re-submit after entering the indicated Session number
17	Admission Date	Date range must be between 2026-05-01 to 2026-08-14	Re-submit after ensuring the input date range is between the specified values
18	Trainee Type	Only ' Private ' or ' Trainee '	Re-submit after ensuring the input value is one of the Two allowed options
19	Person With Disability	Only ' Yes ' or ' No '	Re-submit after ensuring the input value is a 'yes' or a 'No'

20	PWD Category	Allowed values are: Blind, Deaf, Motor Disability, Mental Disability	Re-submit after ensuring the input value is one of the Four allowed options
21	Is Trainee Dual Mode	'Yes' is allowed only if ITSU affiliated under DST. You can't make 'No' for DST affiliated ITSU 'No' is allowed only if ITSU not affiliated under DST. You can't make 'Yes' for non-DST ITSU.	Re-submit after ensuring the input value is a 'yes' or a 'No'
22	Economic Weaker Section	Only 'Yes' or 'No'	Re-submit after ensuring the input value is a 'yes' or a 'No'

Government of India/ भारत सरकार

Ministry of Skill Development & Entrepreneurship/ कौशल विकास एवं उद्यमशीलता मंत्रालय

Directorate General of Training/ प्रशिक्षण महानिदेशालय

7th Floor, Kaushal Bhawan,
Chanakypuri, New Delhi-110023
Date: 09.01.2026

To
The Principal Secretaries of all the States/UTs
(Dealing with Craftsmen Training Scheme).

Subject: Guidelines for implementation of APAAR ID for Trainees admitted in Craftsmen Training Scheme (CTS) courses in Industrial Training Institutes (ITIs), from the Session - 2025 - regarding.

Sir/Madam,

The National Education Policy (NEP) 2020 aims to establish a unified and lifelong academic identity for learners across school education, higher education, and skill ecosystems. To achieve this goal, the Ministry of Education (MoE), Government of India, has introduced the Automated Permanent Academic Account Registry (APAAR) as a unique digital academic identity for students and trainees.

What is APAAR ID?

APAAR ID is a 12-digit identifier that consolidates trainees' academic and extracurricular records in a secure digital platform. Integrated with the Digi Locker ecosystem, it allows trainees to store and access their academic achievements, credits, and certificates from long-term and short-term training as well as higher education. This system also supports the "One Nation, One Student ID" initiative, ensuring continuity and accessibility throughout a student's educational journey.

The APAAR ID system ensures data confidentiality by masking sensitive information when shared with authorized entities, adhering to the highest standards of security and privacy. In conclusion, implementing APAAR ID for ITI trainees will enhance the digital storage of academic records, facilitate credit transfer, certification, and learner mobility in alignment with the National Credit Framework.

Benefits of APAAR ID:

1. Unified Tracking: Enables thorough monitoring of trainees' educational progress, leading to lower dropout rates and enhanced learning results.
2. Digital Integration: Seamlessly connects with Digi Locker to store academic records.
3. Smooth Transitions: Streamlines the transfer of academic records between ITIs, districts, or states.
4. Simplified Certificate Verification for Employers: Eases certificate verification for employers by retrieving certificates directly from Digi Locker.

APAAR ID Implementation Process for it is/NSTIs:

Step-1: Principals shall conduct awareness programs with trainees and their parents to introduce APAAR ID and explain its significance.

Step-2: Principals shall distribute physical consent forms (Annexure-I) to trainees/parents for authorization of Aadhaar details for generating APAAR IDs and uploading credits/certificates to Digi Locker.

Step-3: Generate APAAR IDs through Aadhaar authentication during trainee verification from ITI approver login on the DGT portal. An FAQ document is attached as Annexure-II for reference.

Step-4: DGT may upload credits/certificates to Digi Locker after successful course completion.

The responsibility for APAAR ID implementation:

- ITI Principals ensure APAAR ID generation for all enrolled trainees based on consent.
- State/UT directorates issue necessary instructions and ensure APAAR ID generation for all trainees in government and private ITIs under their jurisdiction.
- Trainees who are not willing to verify through Aadhaar authentication can use a non-Aadhaar option during trainee verification from the respective ITI approver login in the DGT portal. However, for such trainees, no APAR ID will be generated.

State Directorates and ITI Principals are advised to facilitate APAAR ID generation and uploading of academic credits/certificates in Digi Locker through the DGT portal while ensuring compliance with guidelines. The integration of APAAR ID with the Academic Bank of Credits (ABC) will streamline the process of pushing academic credits and certificates into Digi Locker upon course completion.

All concerned authorities shall widely publicize the above provisions among trainees and stakeholders and ensure strict adherence to data privacy and protection norms as per applicable rules.

This issues with the approval of the competent authority.


(Ujjwal Biswas)
Director, TC

Copy for kind information to: -

1. Sr PPS to Secretary, MSDE, New Delhi
2. Sr PPS to DG/AS, DGT, New Delhi
3. Sr PPS to DDG, DGT, New Delhi
4. DDG South (AK) and DDG East (SSN)

Copy for necessary action to: -

1. Directors, All State/UT directorates.
2. All RDSDEs.
3. Principals, NSTIs.
4. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
5. NSDC - for technical support on SIDH portal.
6. Executive Director, NIMI, Chennai.


(Raju Kannam)
Deputy Director, TC

Enclosure:

As mentioned above.

Consent Form for Creation and Use of APAR ID for ITI Trainees

I, the undersigned, hereby give my consent for Aadhaar authentication and the creation and use of an APAR ID for uploading credits and certificates upon successful completion of my training at the Industrial Training Institute (ITI), as per the guidelines of the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship, Government of India.

1. Details of the Trainee

Name of Trainee:	
State Registration Number:	
Name of ITI:	
MIS code of ITI:	
Trade:	
Shift:	
Unit:	
Admitted Session:	
Mobile Number:	

2. Declaration by the Trainee

I hereby declare that:

- i. I have been informed about the APAR ID system for ITI trainees and its objectives.
- ii. I understand that the APAR ID is a unique digital identifier created solely for training and academic records purposes.
- iii. I am aware that the APAR ID:
 - Is not a service record;
 - Has no linkage with employment, placement, or service benefits; and
 - Does not replace or affect Trade Tests, NCVT examinations, or certification.
- iv. I understand that my data will be handled as per prevailing Government norms on data protection and confidentiality.

3. Consent from Trainee

I hereby give my free, informed, and unconditional consent for:

- Utilization of Aadhaar authentication for PRN generation during trainee verification on DGT portal.
- Generation of my APAR ID via the designated DGT digital platform.
- Strict recording, storage, and utilization of my APAR-related data solely for training and academic purposes.

4. Trainee Signature

Signature / Thumb Impression of Trainee

Name of Trainee

Date

Place



5. For Trainees Below 18 Years of Age (If Applicable)

I, the undersigned parent/guardian, hereby give my consent for the creation and use of APAR ID for the above-mentioned trainee.

Name of Parent / Guardian _____
Relationship with Trainee _____
Signature / Thumb Impression _____
Mobile Number _____
Date _____

6. Certification by ITI

Certified that the above trainee is enrolled in this ITI and that this consent has been obtained as per the instructions issued by DGT.

Name & Signature of ITI Principal _____
Designation _____
ITI Seal _____
Date _____



FAQ on APAAR ID Generation for ITI Trainees

This Frequently Asked Questions (FAQ) document is specifically prepared for Industrial Training Institutes (ITIs), State Directorates, and stakeholders working under the Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE), Government of India. It explains the generation, usage, and governance of APAAR ID for ITI trainees.

1. What is APAAR ID in the context of ITIs?

APAAR (Automated Permanent Academic Account Registry) ID is a unique, lifelong academic identity for ITI trainees, enabling digital storage of trade-wise training records, certifications, credits, and future academic or skill progression under NEP 2020.

2. Which authority governs APAAR ID for ITI trainees?

APAAR ID for ITI trainees is implemented under the policy framework of the Ministry of Education (MoE) and operationally aligned with DGT and MSDE systems for skill education.

3. Is APAAR ID mandatory for ITI admission?

APAAR ID is recommended for ITI trainees, especially for credit-based and NSQF-aligned programs. However, no trainee shall be denied admission, training, or examination solely for non-generation of APAAR ID, as per Government advisories.

4. Is Aadhaar mandatory for APAAR ID generation in ITIs?

Aadhaar is required for identity authentication during APAAR ID generation. Aadhaar data is used only for verification purposes and is not displayed publicly.

5. Is trainee consent required?

Yes. Explicit consent of the trainee is mandatory. For trainees below 18 years of age, parent or guardian consent is compulsory.

6. Who is responsible for generating APAAR ID in ITIs?

The generation of APAAR IDs is facilitated by the ITI through the approver login on the DGT portal. The respective ITI must complete the trainee verification process by authenticating Aadhaar details on the DGT portal.

7. What trainee details are required for APAAR ID generation?

Trainee name (as per Aadhaar), date of birth, gender, Aadhaar number, mobile number, ITI code, trade, session year, and NSQF level details are required.

8. Can an ITI trainee have more than one APAAR ID?



No. Each trainee is entitled to only one APAAR ID throughout their lifetime. Duplicate IDs are not permitted.

9. How is APAAR ID useful for ITI trainees?

APAAR ID supports credit accumulation and transfer, mobility between ITIs or higher education institutions, and integration with Skill India Digital initiatives.

10. Is APAAR ID linked with Academic Bank of Credits (ABC)?

Yes. APAAR ID is integrated with the Academic Bank of Credits to enable digital storage and transfer of credits earned during ITI training or other recognized programs.

11. What happens if trainee details are incorrect?

ITI authorities must facilitate correction through the designated grievance portal during the correction window notified by DGT.

12. How is trainee data protected?

APAAR ID data is governed by the IT Act, 2000, Aadhaar Act, 2016, and Digital Personal Data Protection Act, 2023. Data sharing is strictly consent-based.

13. Can APAAR ID be used after completion of ITI training?

Yes. APAAR ID is a lifelong academic identity and remains valid for higher education, advanced skill training, apprenticeships, and future credit-based programs.

14. Whom should ITI trainees contact for APAAR-related issues?

Trainees should first contact their ITI administration. Issues may be escalated to the State/UT Directorate of Training.

Note: This FAQ is based on NEP 2020, APAAR framework advisories of the Ministry of Education, and implementation guidance relevant to DGT and ITI ecosystems. Institutions should also refer to the latest circulars issued by MoE, MSDE, and DGT for updates.



User Manual – Admission State User (Trainee Data Upload via API)

1. Introduction

This document provides guidelines for **Admission Side State Users** to upload trainee data using APIs. The process involves two main steps:

1. **Login Authentication** with mobile number, password, and role
2. **Uploading trainee JSON data** using the generated access token

2. Authentication (Login API)

Endpoint (Production): <https://auth-iti.skillindiadigital.gov.in/auth/api/admission/login>

Method: *POST*

Headers: *Content-Type: application/json*

Request Body (Sample)

```
{  
  "mobile": "9999999999",  
  "password": "Password@123",  
  "role": "admission_state_admin"  
}
```

Expected Response (Success)

```
{  
  "status": "success",  
  "message": "Token generated successfully",  
  "data": "<JWT_Token>"  
}
```

Note:

- The data field contains a JWT Token.
- The token remains valid for 30 minutes.
- After expiry, a new token must be generated.

3. Upload Trainee Data (Upload API)

Annexure-IV

Endpoint (Production): <https://iti-api.skillindiadigital.gov.in/v1/state/Uploadjson>

Method : *POST*

Headers:

Authorization: Bearer <ACCESS_TOKEN_FROM_API_LOGIN>

Content-Type: application/json

Request Body (Sample – anonymized)

```
[
  {
    "StateRegNumber": "STU123456",
    "TraineeName": "Anita Sharma",
    "UIDNumber": "111122223333",
    "DateOfBirth": "2000-05-15",
    "Gender": "Female",
    "Category": "OBC",
    "FatherGuardianName": "Rajesh Sharma",
    "MotherName": "Kavita Sharma",
    "MobileNumber": "8888888888",
    "EmailID": "anita.sharma@example.com",
    "Session": "82024",
    "AdmissionDate": "2024-07-01",
    "HighestQualification": "12th",
    "Trade": "Fitter (NSQF)",
    "Shift": "1",
    "Unit": "1",
    "IsTraineeDualMode": "no",
    "MISITICode": "GR0ITIC025",
    "PersonwithDisability": "no",
    "PWDcategory": "",
    "EconomicWeakerSection": "yes",
    "TraineeType": "Regular"
  }
]
```

4. API Constraints

- Token Validity: 30 minutes
- Role Restriction: Only admission_state_admin role is allowed to upload data
- Data Format: Must be in valid JSON format

<Letter head>

Date:

CERTIFICATE OF DATA MIGRATION FOR THE SESSION 2026

The undersigned is hereby certifying that the CTS-2026 admitted trainees admission data of all the government and private ITIs for the session 2026 under the jurisdiction _____ (state name) have been successfully migrated to SIDH portal as on _____ <Date>.

It also certifies that; all the trainees have been admitted on or before 08.08.2026 and no single trainee record is pending for migration to SIDH portal for the session 2026.

Signature of State Director with seal

< Address of State Directorate>