

## Standard Operating Process for ITI: Institute Profile and Admission Committee

1. Visit Maharashtra State Board of Skill, Vocational Education and Training (Board) portal <https://msbsvet.edu.in>

### 2. Staff/ Management Registration

#### 2.1. Following Staff and Management to register on Board Portal

S.N.	Management of Promoting Organization	S.N.	Staff of ITI
1	Chairman/ President/ Principal Promoted	1	Principal/ Head of Institute
2	All Trustee/ Director/ Members	2	Authorized Representative of ITI
3	Authorized Representative of Promoting Organization	3	Apprenticeship Coordinator
		4	Admission Coordinator
		5	Admission Committee Members

- 2.2. Data of all Government Employees of Government ITI registered on DVET Portal are migrated to Board Portal. These Government Employees can use their Sevarth ID as User ID
- 2.3. Rest all Employees appointed on Clock Hour Basis, Contractual Employees, Newly Appointed Government Employees, Staff and Management of Private ITI have to register themselves
- 2.4. For new Staff/ Management registration refer User Manual available on Board portal under User Manual <https://msbsvet.edu.in/Public/PublicNotifications.aspx?P1=2>
- 2.5. Staff/ Management not required to complete entire profile at this stage. Only Primary Details and Address Details required at this stage. Also verification not required at this stage.
- 2.6. Staff/ Management may complete their profile later on.
- 2.7. If any registered Staff/ Management forgotten password, they may recover it via OTP on registered mobile number or contact Regional Office.

### 3. Promoting Organization

- 3.1. Directorate of Vocational Education and Training is registered as Promoting Organization for all Government ITI
- 3.2. All Private ITI have to register their Promoting Organization on Board portal.
- 3.3. For new Promoting Organization registration refer User Manual available on Board portal under User Manual <https://msbsvet.edu.in/Public/PublicNotifications.aspx?P1=2>
- 3.4. After registration as Promoting Organization map all Promoters of Promoting Organization on Promoters Page
- 3.5. Add respective ITI under Affiliated Institutes.

### 4. Institute Login

- 4.1. All Government and Private ITI account are created on Board portal. ITI has to login using their NCVET Code as User ID. Password may be recovered via OTP on registered mobile number of Principal/ Head of Institute or contact Regional Office.

### 5. Institute Management

- 5.1. ITI is required to update Staff under Institute Management
- 5.2. Admission Team Members to be added and role of admission to be assigned to individual Admission Team Members
- 5.3. ITI may add multiple members to Admission Team
- 5.4. Same Staff cannot be assigned admission related activities by multiple ITI.

### 6. Promoting Organization:

Promoting Organization details as per mapping of Affiliated Institute shall be available here in non-editing mode

### 7. Promoters

Promoters as per Promoting Organization shall be available here in non-editing mode

**8. Institute Profile**

Fill up all details under Institute Profile including Google location.

**9. Course/ Trade**

- 9.1. All CTS and Short-Term Course/ Trade list is available here along with next admission year.
- 9.2. ITI to check the Units available for admission in 2026
- 9.3. If any discrepancy is observed, contact respective Regional Office.
- 9.4. Units available for admission in 2026 as displayed on this page shall only be available for Option Form filling and Allotment.

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