

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:-



