Directorate of Employment and Training,

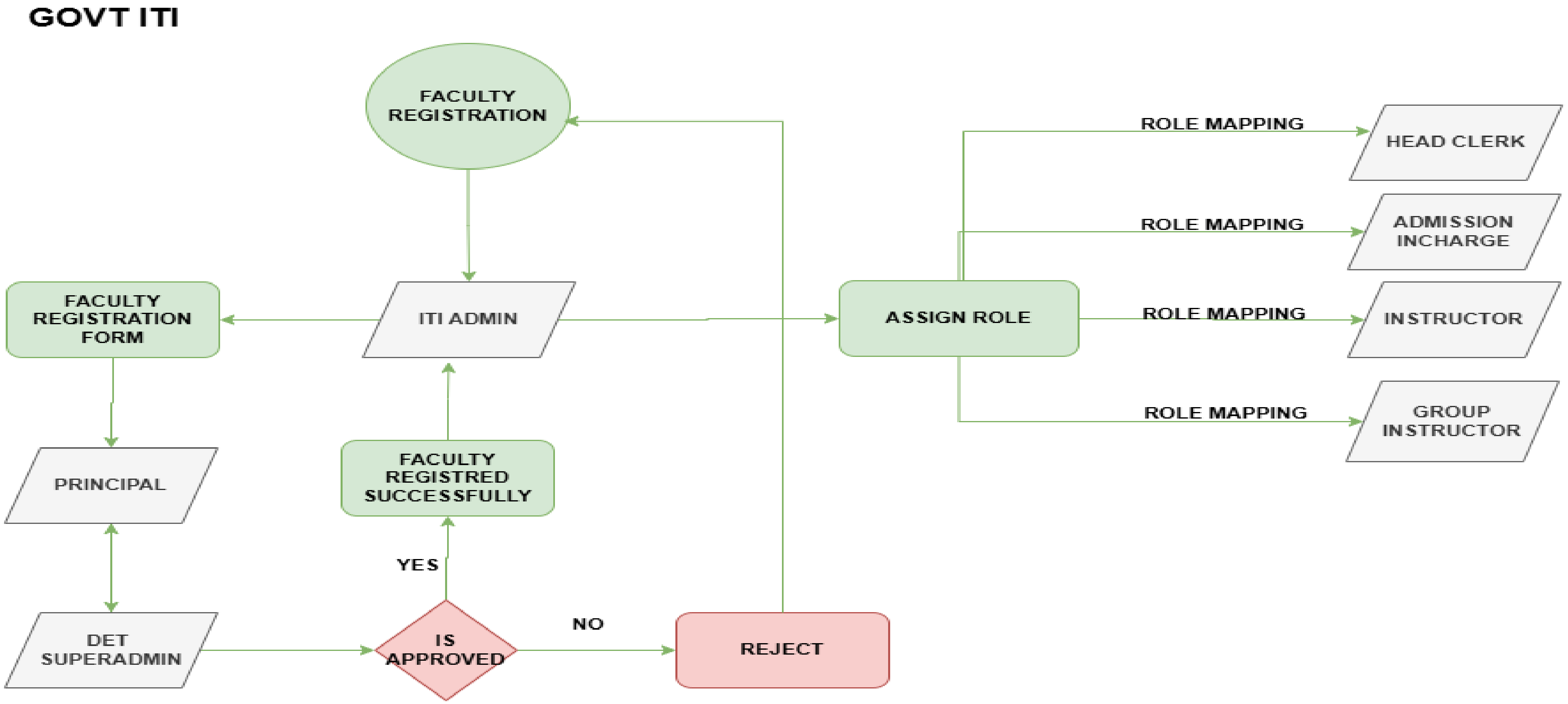
Labour Resource Department, Govt of Bihar

User Manual New Web Portal of Directorate of Employment and Training

Government Faculty Registration and Role Assignment.

Workflow

Workflow: Government Faculty Registration & Role Mapping.


GOVT ITI
FACULTY REGISTRATION
ITI ADMIN
FACULTY REGISTRATION FORM
PRINCIPAL
DET SUPERADMIN
IS APPROVED
YES
NO
FACULTY REGISTRED SUCCESSFULLY
REJECT
ASSIGN ROLE
ROLE MAPPING
HEAD CLERK
ROLE MAPPING
ADMISSION INCHARGE
ROLE MAPPING
INSTRUCTOR
ROLE MAPPING
GROUP INSTRUCTOR

Overview of Govt. Faculty Registration & Role Assignment

1. ITI Admin – Govt. Faculty Registration

- Login to the DET portal as ITI Admin.
- Go to User Management → Govt. Faculty Registration.
- Select Faculty Type (Teaching/Non-Teaching).
- Fill in all mandatory fields.
- Select the appropriate Designation .
- Generate OTP for Email & Mobile Number and click "Submit" to create the Govt. faculty record.

2. Principal Pre-view

- Login to the DET portal as principal and reviews the submitted faculty data.
- Under the Faculty Registration List, the principal:Selects the record
- Adds remarks
- Clicks on “Forward” button to forward the request to super admin for approval & rejection.
- If any changes are required during verification by the Principal, click the 'Send Back' button to return the form to the ITI Admin level for necessary modifications.

3. Super Admin - Approval

The Super Admin user logs in using their official credentials.

- Navigates to Faculty Registration List.
- Reviews the submitted record:
    - Checks the box
    - Adds remarks
    - Clicks "Approve"
- A confirmation pop-up confirms successful approval.

4. Super Admin - Rejection

- The Super Admin user logs in using their official credentials.
- Navigates to Faculty Registration List.
- Reviews the submitted record:
    - Checks the box
    - Adds remarks
- A Rejection pop-up confirms successful rejection.
    - Clicks "Reject"

5. Super Admin – Send back

- Login to the DET portal as super admin and reviews the submitted faculty data.
- Under the Faculty Registration List, the super admin : Selects the record
- Adds remarks.
- If any changes are required during verification by the super admin, click the 'Send Back button to return the form to the principal level for necessary verification.

5. Role Assignment by Govt. ITI Admin

After approval, ITI Admin logs in again.

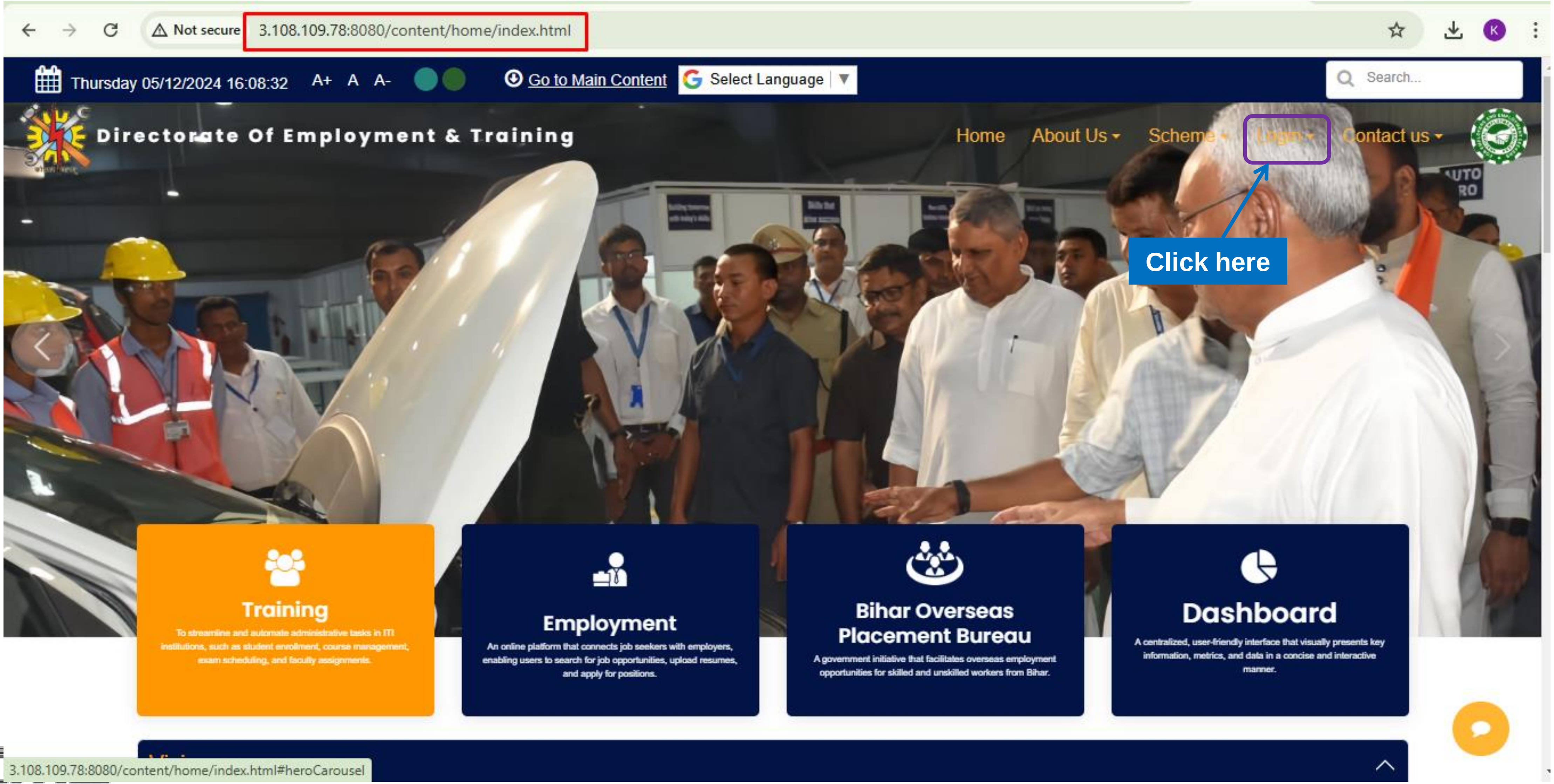
- Go to user management → Faculty List.
- Clicks the ‘+’ icon under “Assign Role”.
- Selects appropriate roles via checkbox.
- Clicks “Submit” to assign roles.
- A pop-up confirms successful role mapping.

Process flow

SIMPLIFYING LIFE

Process Flow

Visit the DET portal by using this URL:det.bihar.gov.in


Not secure
3.108.109.78:8080/content/home/index.html
Thursday 05/12/2024 16:08:32
A+ A A-
Go to Main Content
Select Language
Search...
Directorate Of Employment & Training
Home
About Us
Scheme
Login
Contact us
Click here
3.108.109.78:8080/content/home/index.html#heroCarousel

Training

To streamline and automate administrative tasks in ITI institutions, such as student enrollment, course management, exam scheduling, and faculty assignments.

Employment

An online platform that connects job seekers with employers, enabling users to search for job opportunities, upload resumes, and apply for positions.

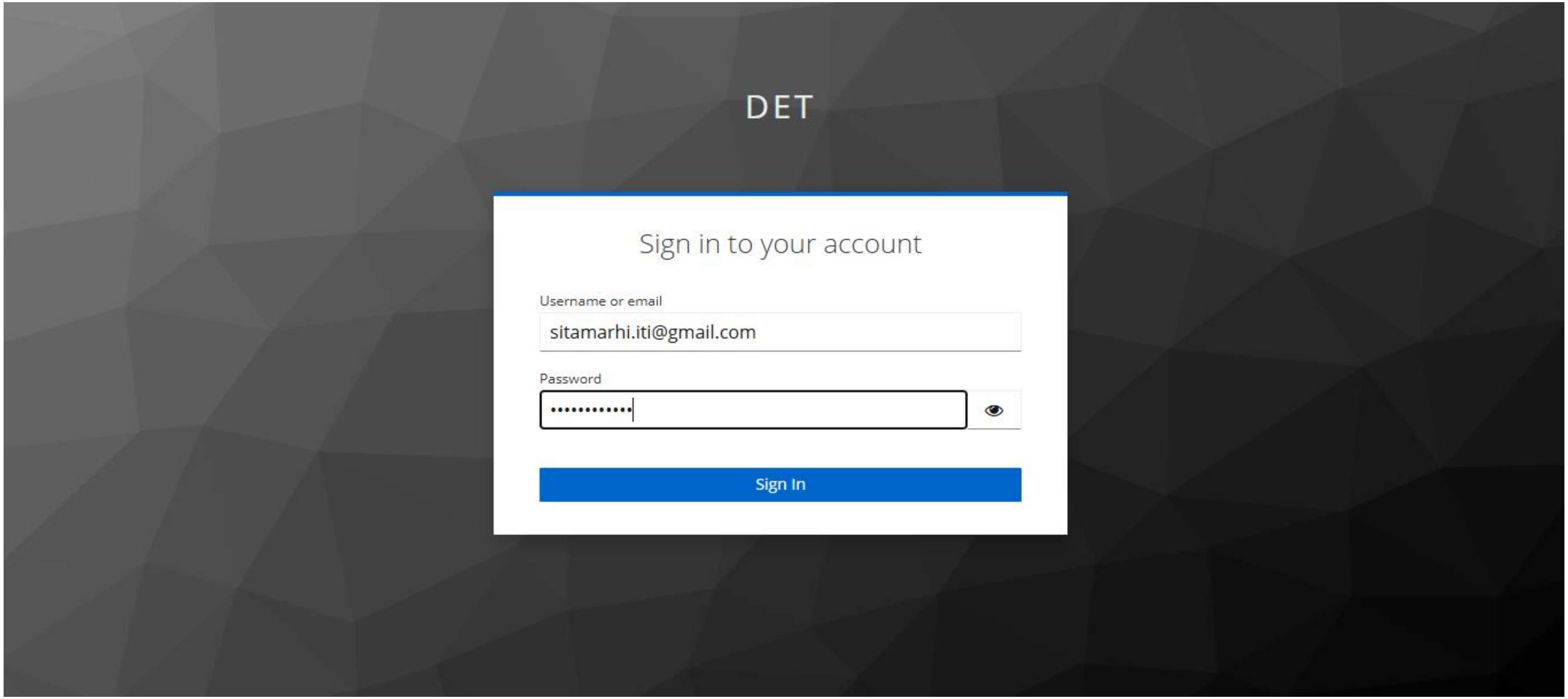
Bihar Overseas Placement Bureau

A government initiative that facilitates overseas employment opportunities for skilled and unskilled workers from Bihar.

Dashboard

A centralized, user-friendly interface that visually presents key information, metrics, and data in a concise and interactive manner.

Access the training portal and log in to the Govt. ITI Admin.


DET

Sign in to your account

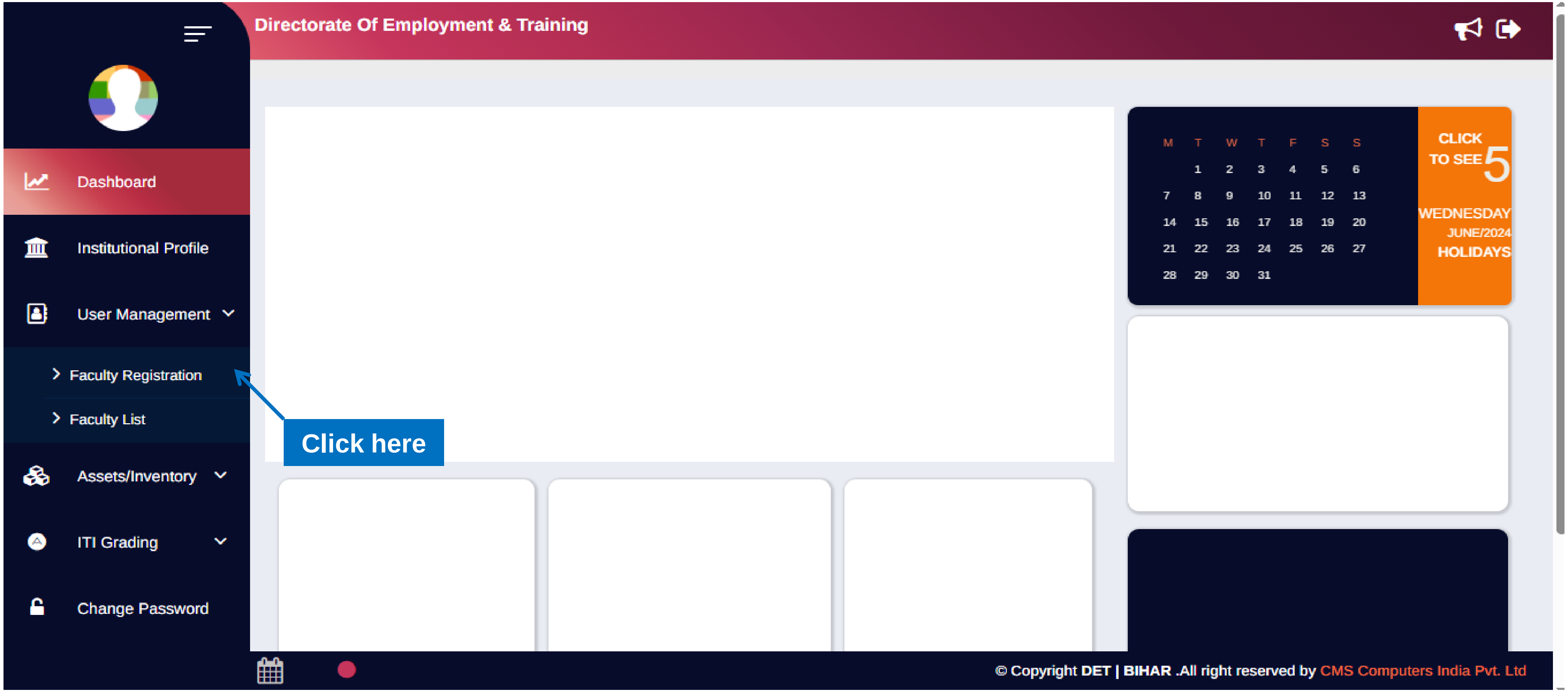
Username or email

sitamarhi.iti@gmail.com

Password

•••••••••••••

Once you open the Govt. ITI Admin dashboard, go to the left sidebar, click on “user management," and then choose “Faculty Registration" from the dropdown list.


Directorate Of Employment & Training
Dashboard
Institutional Profile
User Management
Faculty Registration
Faculty List
Assets/Inventory
ITI Grading
Change Password
Click here
M T W T F S S
CLICK TO SEE 5
WEDNESDAY
JUNE/2024
HOLIDAYS

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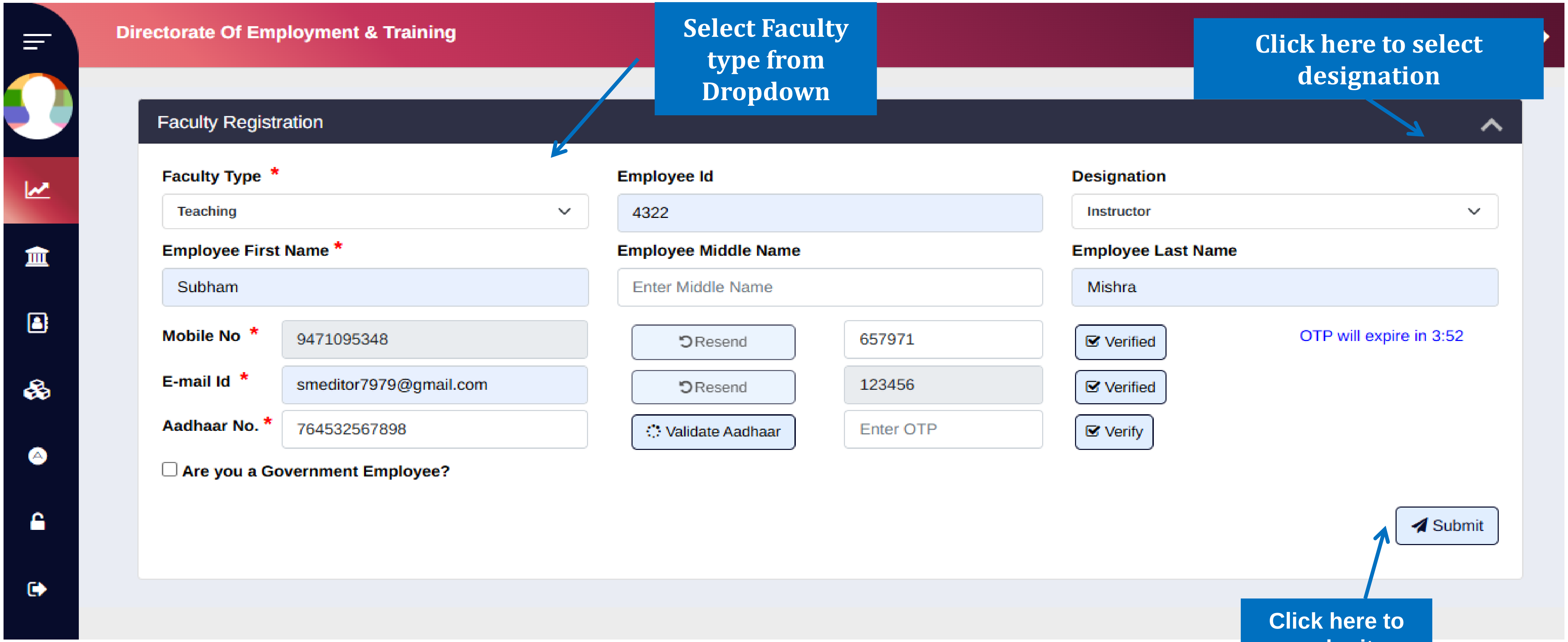
Government Faculty Registration – Contractual or not permanent Position

In the faculty registration, select the faculty type — whether it is teaching or non-teaching. Fill all the mandatory fields generate OTP & click on submit button to Create the Faculty .



Select Faculty type from Dropdown

Click here to select designation

Click here to submit

Directorate Of Employment & Training

Faculty Registration

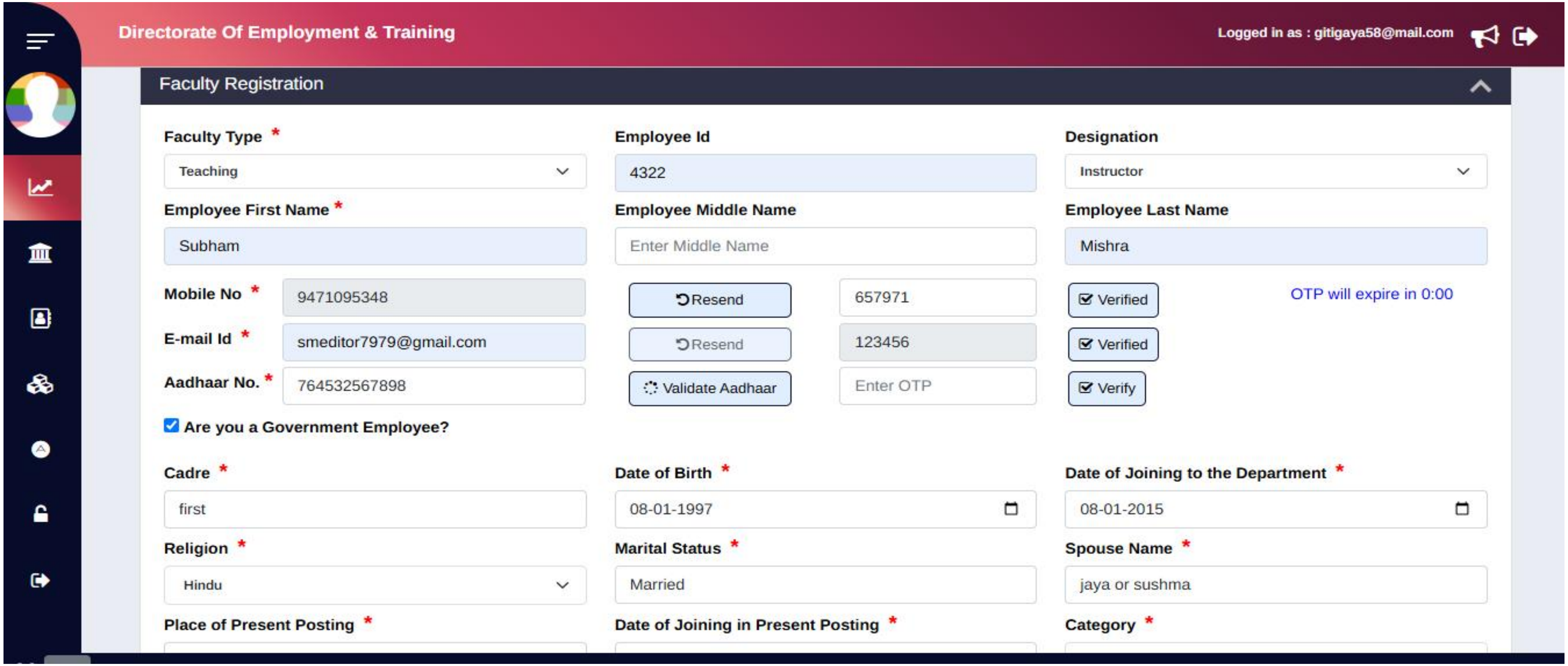
Faculty Type * Teaching
Employee Id 4322
Designation Instructor
Employee First Name * Subham
Employee Middle Name Enter Middle Name
Employee Last Name Mishra
Mobile No * 9471095348
E-mail Id * smeditor7979@gmail.com
Aadhaar No. * 764532567898

OTP will expire in 3:52

☐ Are you a Government Employee?

Resend
657971
☑ Verified
Resend
123456
☑ Verified
Validate Aadhaar
Enter OTP
☑ Verify
Submit

Government Faculty Registration permanent Position->


Directorate Of Employment & Training
Logged in as : gitigaya58@mail.com
Faculty Registration
Resend
Resend
Validate Aadhaar
Verified
Verified
Verify

Faculty Type * Teaching

Employee Id 4322

Designation Instructor

Employee First Name * Subham

Employee Middle Name Enter Middle Name

Employee Last Name Mishra

Mobile No * 9471095348 657971

E-mail Id * smeditor7979@gmail.com 123456

Aadhaar No. * 764532567898 Enter OTP

OTP will expire in 0:00

☑ Are you a Government Employee?

Cadre * first

Date of Birth * 08-01-1997

Date of Joining to the Department * 08-01-2015

Religion * Hindu

Marital Status * Married

Spouse Name * jaya or sushma

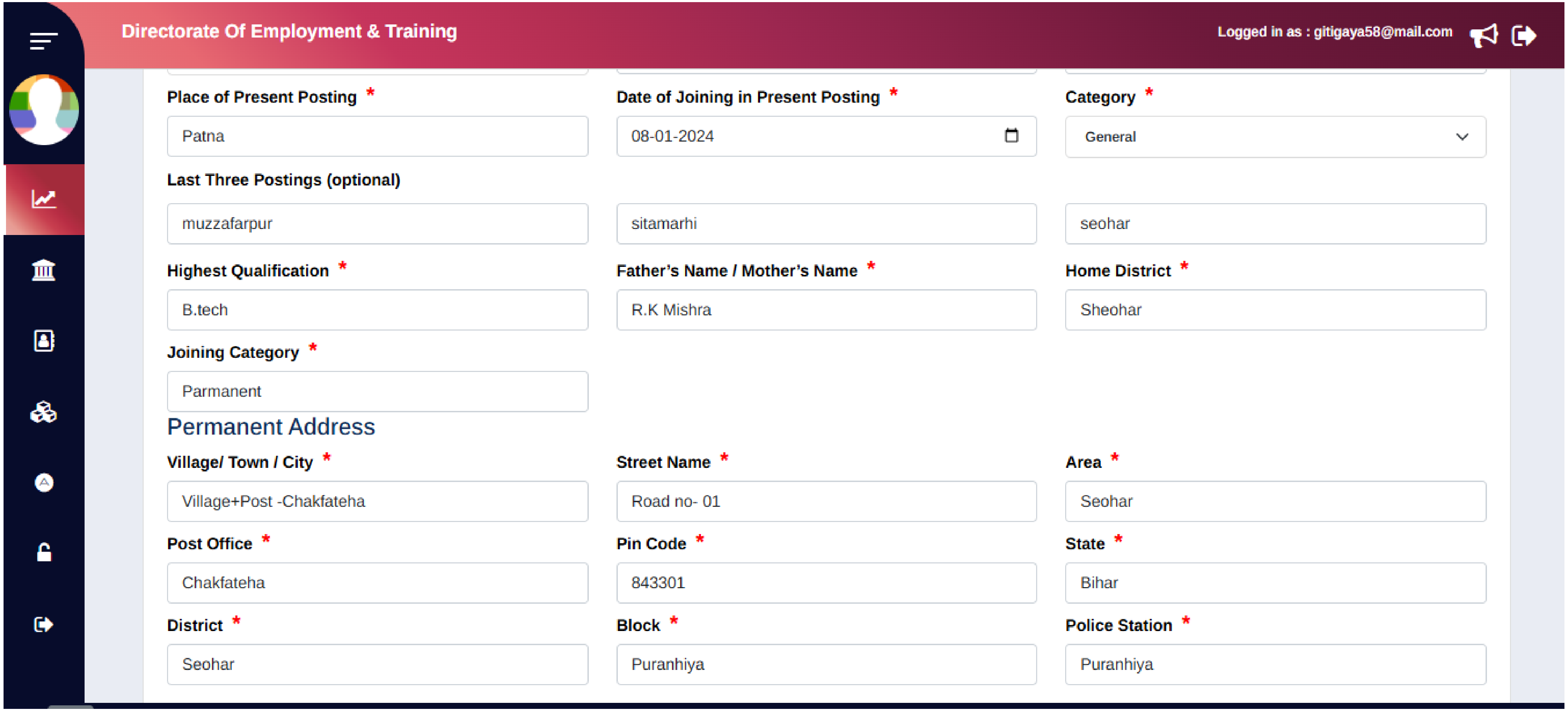
Place of Present Posting *

Date of Joining in Present Posting *

Category *

SIMPLIFYING LIFE

Government Faculty Registration permanent Position



Directorate Of Employment & Training
Logged in as : gitigaya58@mail.com

Place of Present Posting * Patna

Date of Joining in Present Posting * 08-01-2024

Category * General

Last Three Postings (optional)
muzzafarpur
sitamarhi
seohar

Highest Qualification * B.tech

Father's Name / Mother's Name * R.K Mishra

Home District * Sheohar

Joining Category * Parmanent

Permanent Address

Village/ Town / City * Village+Post -Chakfateha

Street Name * Road no- 01

Area * Seohar

Post Office * Chakfateha

Pin Code * 843301

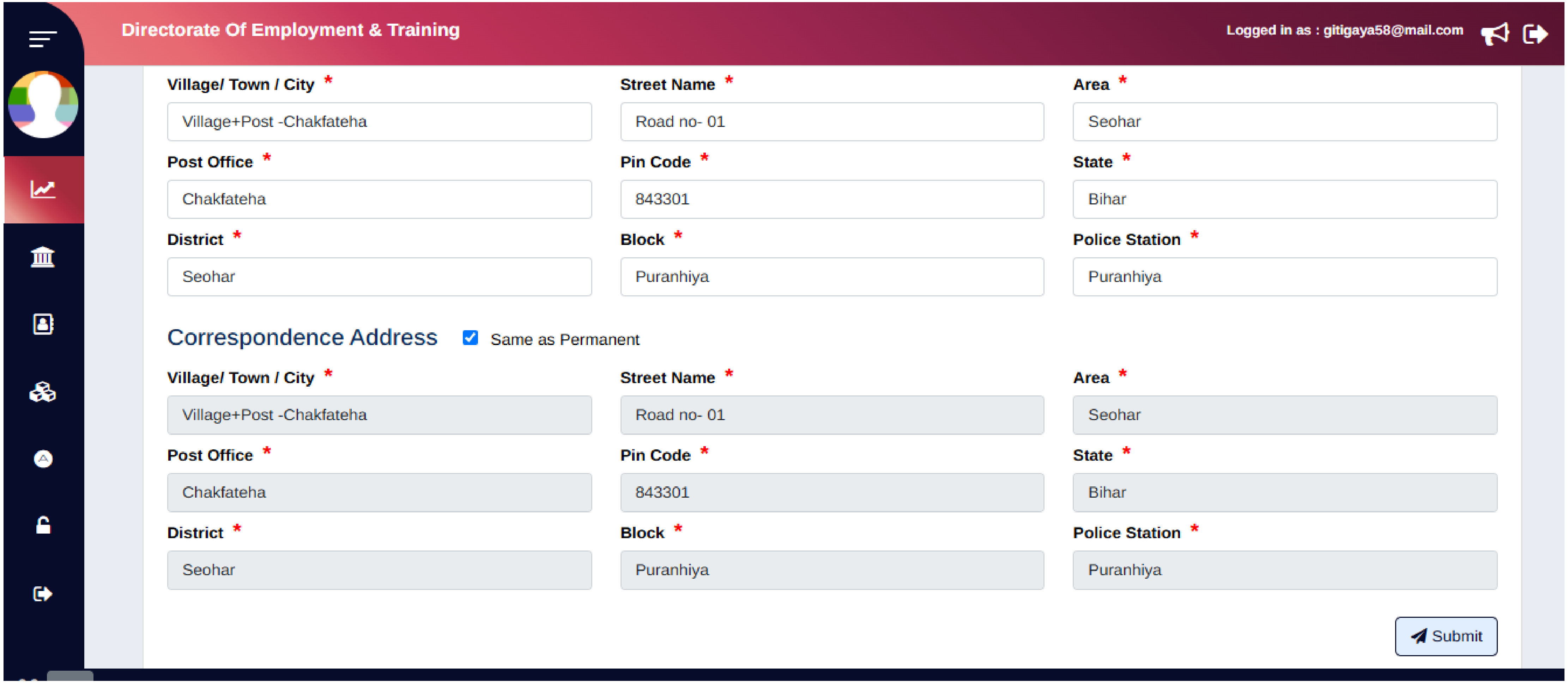
State * Bihar

District * Seohar

Block * Puranhiya

Police Station * Puranhiya

Government Faculty Registration permanent Position



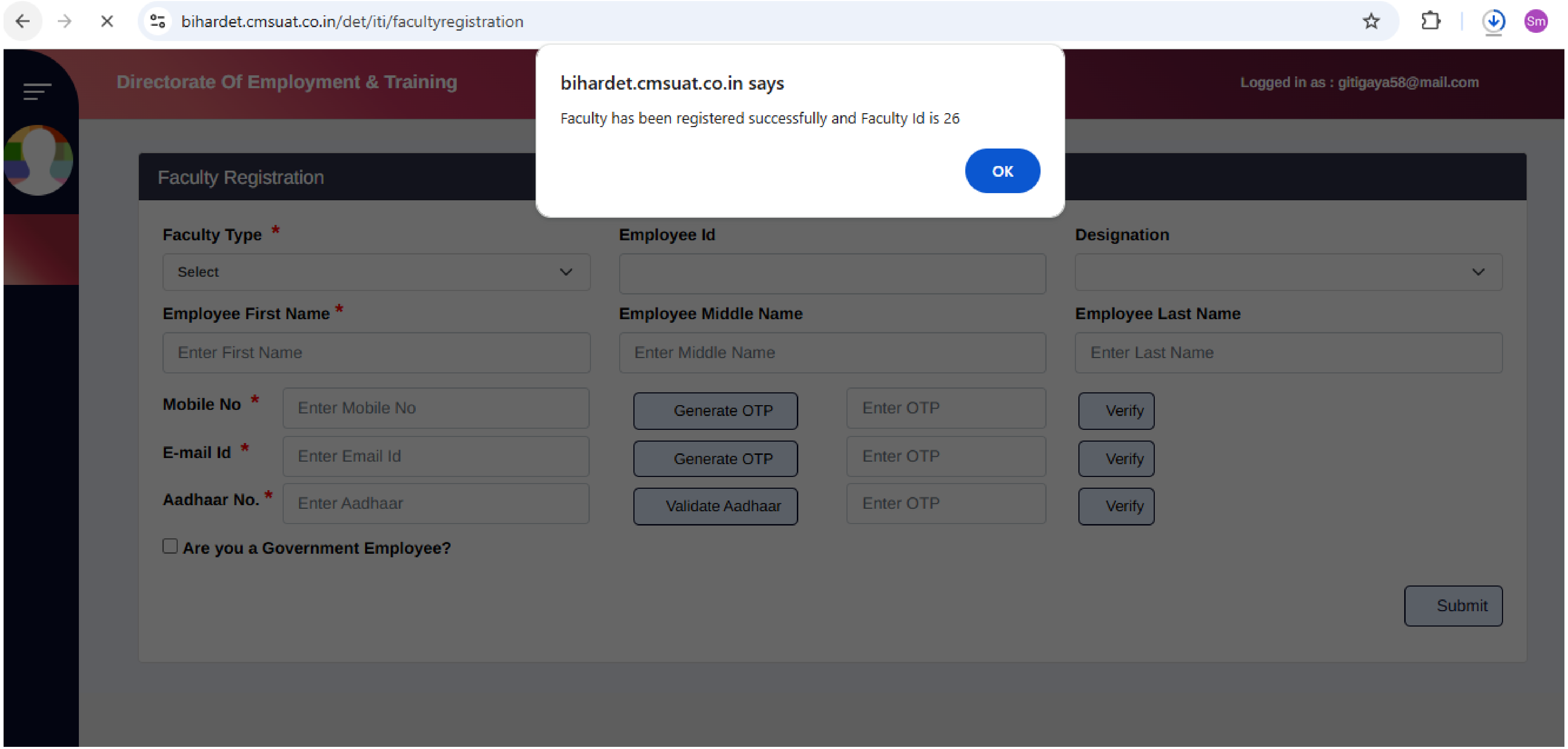
Directorate Of Employment & Training
Logged in as : gitigaya58@mail.com

Village/ Town / City *	Street Name *	Area *
Village+Post -Chakfateha	Road no- 01	Seohar
Post Office *	Pin Code *	State *
Chakfateha	843301	Bihar
District *	Block *	Police Station *
Seohar	Puranhiya	Puranhiya

Correspondence Address ☑ Same as Permanent

Village/ Town / City *	Street Name *	Area *
Village+Post -Chakfateha	Road no- 01	Seohar
Post Office *	Pin Code *	State *
Chakfateha	843301	Bihar
District *	Block *	Police Station *
Seohar	Puranhiya	Puranhiya

After clicking the submit button, a confirmation message is displayed to indicate successful registration.



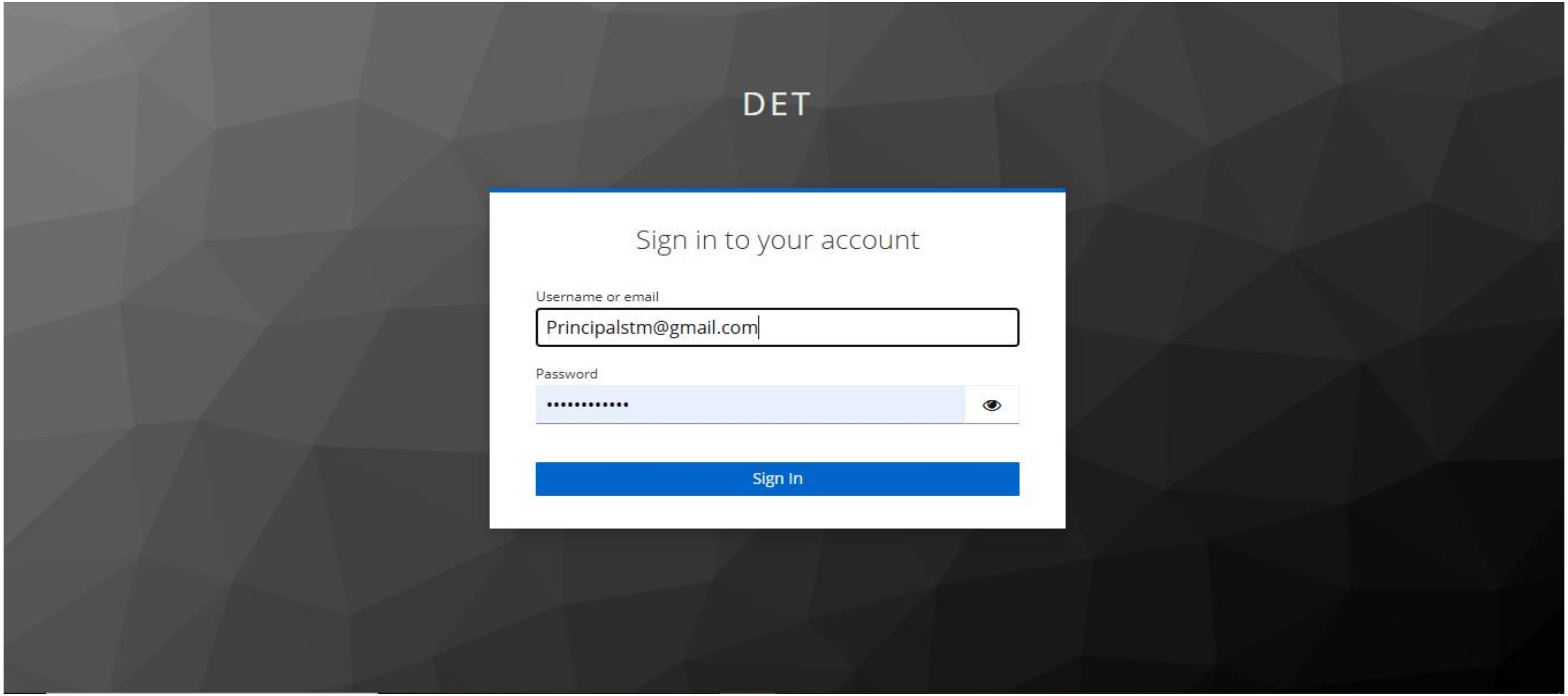
bihardet.cmsuat.co.in/det/iti/facultyregistration

bihardet.cmsuat.co.in says

Faculty has been registered successfully and Faculty Id is 26

OK
Directorate Of Employment & Training
Logged in as : gitigaya58@mail.com
Faculty Registration
Faculty Type *
Select
Employee Id
Designation
Employee First Name *
Enter First Name
Employee Middle Name
Enter Middle Name
Employee Last Name
Enter Last Name
Mobile No *
Enter Mobile No
Generate OTP
Enter OTP
Verify
E-mail Id *
Enter Email Id
Generate OTP
Enter OTP
Verify
Aadhaar No. *
Enter Aadhaar
Validate Aadhaar
Enter OTP
Verify
☐ Are you a Government Employee?
Submit

Once the Govt. ITI Admin forwards the request of Govt. faculty registration, it becomes visible in the Principal's login. The Principal can then log in using valid credentials to proceed.



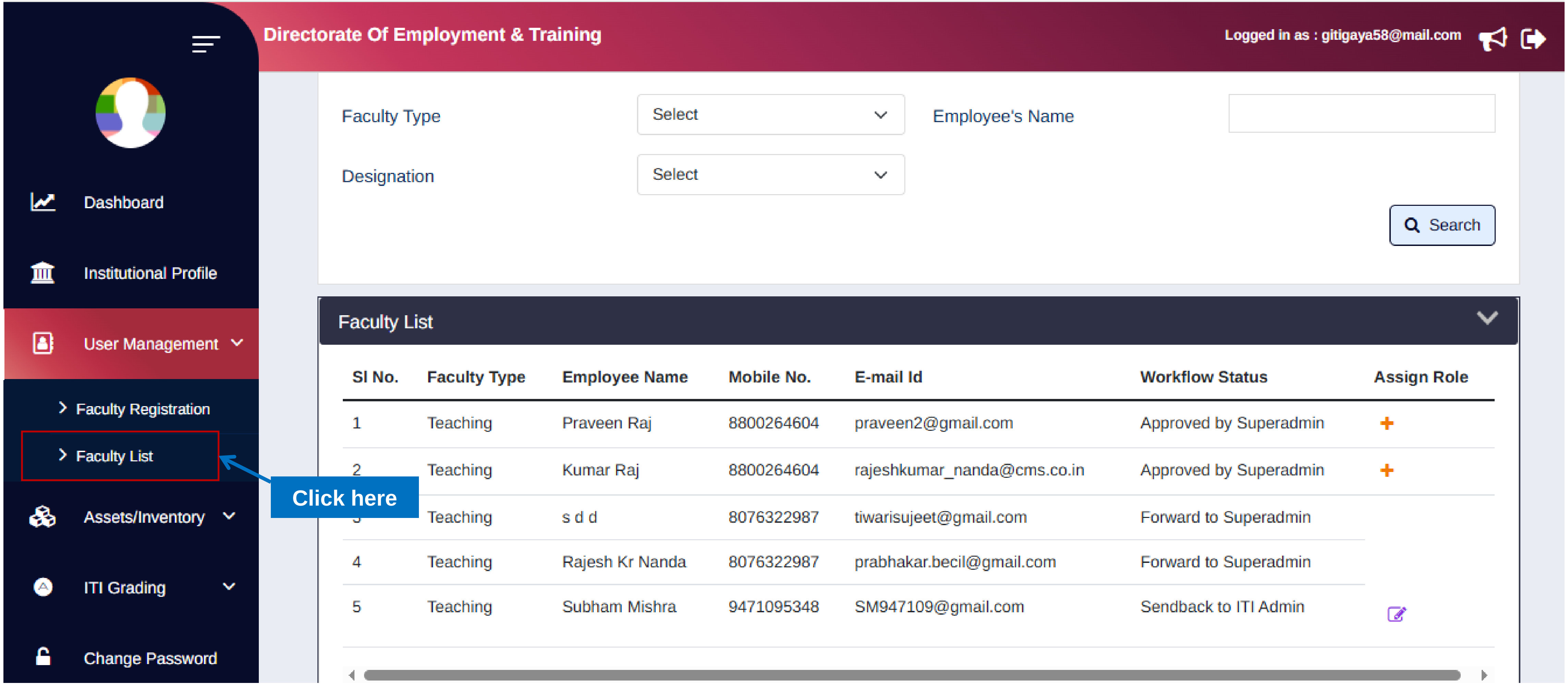
DET
Sign in to your account

Username or email: Principalstm@gmail.com

Password: •••••••••••••

Sign In

In the Principal's login, the faculty information is displayed under the Faculty Registration List.


Directorate Of Employment & Training
Logged in as : gitigaya58@mail.com
Dashboard
Institutional Profile
User Management
Faculty Registration
Faculty List
Assets/Inventory
ITI Grading
Change Password
Search
Faculty List

Click here

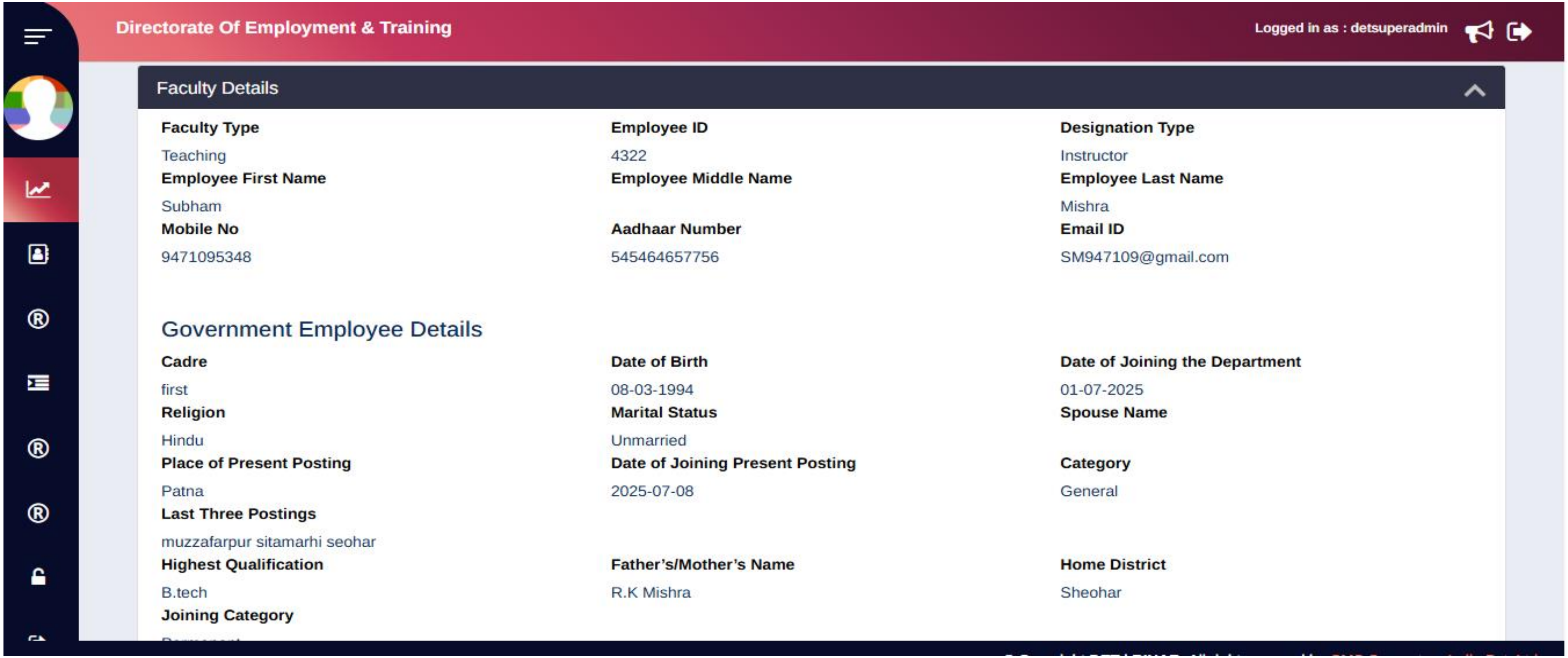
Faculty Type: Select

Employee's Name:

Designation: Select

Sl No.	Faculty Type	Employee Name	Mobile No.	E-mail Id	Workflow Status	Assign Role
1	Teaching	Praveen Raj	8800264604	praveen2@gmail.com	Approved by Superadmin	+
2	Teaching	Kumar Raj	8800264604	rajeshkumar_nanda@cms.co.in	Approved by Superadmin	+
3	Teaching	s d d	8076322987	tiwarisujeet@gmail.com	Forward to Superadmin	
4	Teaching	Rajesh Kr Nanda	8076322987	prabhakar.becil@gmail.com	Forward to Superadmin	
5	Teaching	Subham Mishra	9471095348	SM947109@gmail.com	Sendback to ITI Admin	✎

Principal Preview page


Directorate Of Employment & Training
Logged in as : detsuperadmin

Faculty Details

Faculty Type
Teaching

Employee ID
4322

Designation Type
Instructor

Employee First Name
Subham

Employee Middle Name

Employee Last Name
Mishra

Mobile No
9471095348

Aadhaar Number
545464657756

Email ID
SM947109@gmail.com

Government Employee Details

Cadre
first

Date of Birth
08-03-1994

Date of Joining the Department
01-07-2025

Religion
Hindu

Marital Status
Unmarried

Spouse Name

Place of Present Posting
Patna

Date of Joining Present Posting
2025-07-08

Category
General

Last Three Postings
muzzafarpur sitamarhi seohar

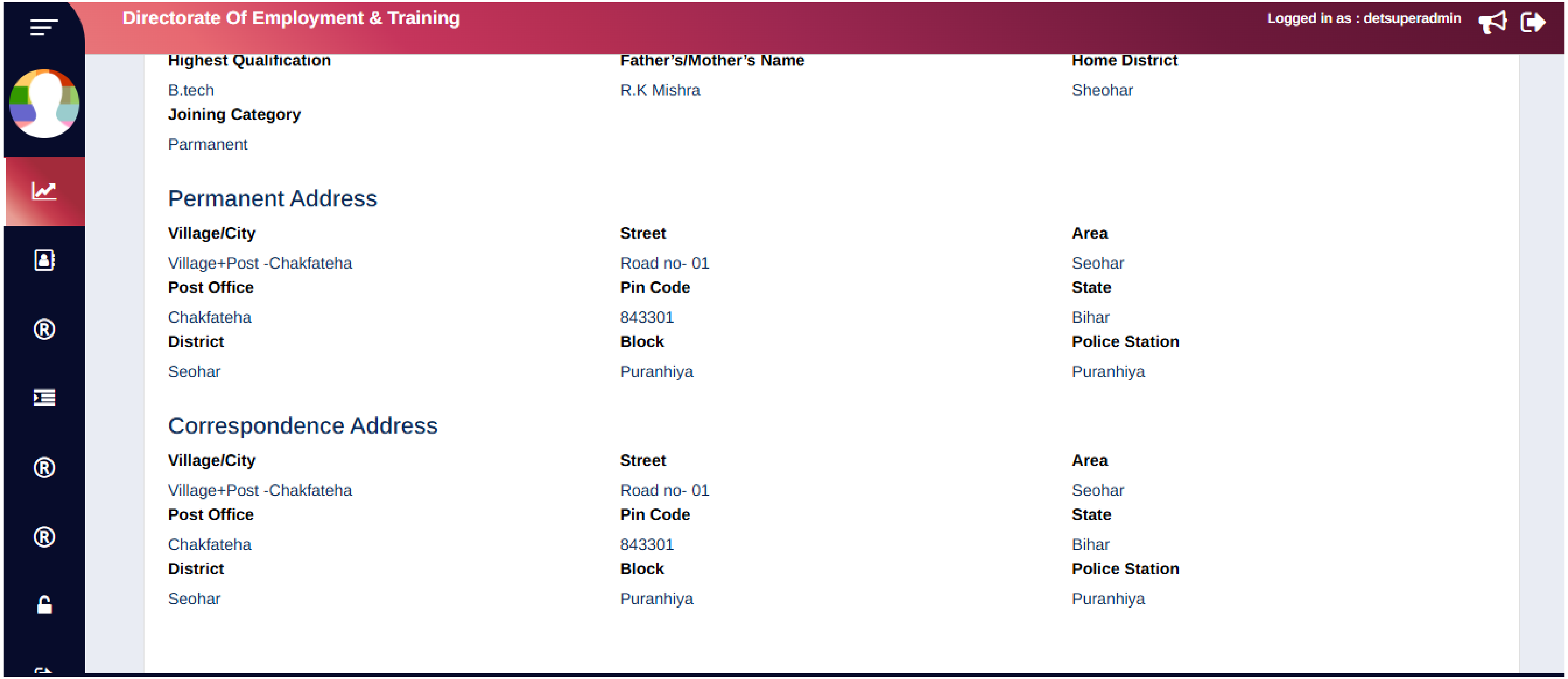
Highest Qualification
B.tech

Father's/Mother's Name
R.K Mishra

Home District
Sheohar

Joining Category

Principal Preview page



Directorate Of Employment & Training
Logged in as : detsuperadmin

Highest Qualification	**Father's/Mother's Name**	**Home District**
B.tech	R.K Mishra	Sheohar
Joining Category		
Parmanent		

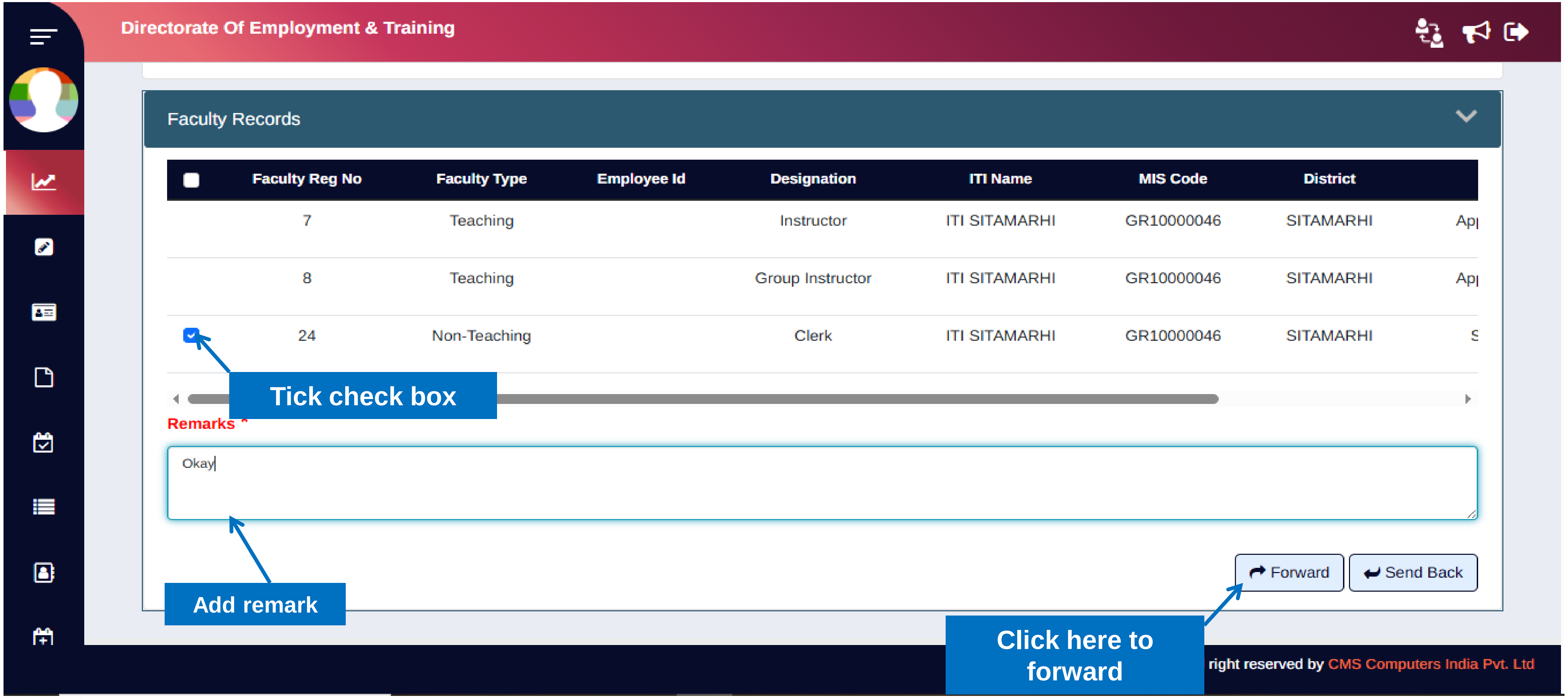
Permanent Address

Village/City	**Street**	**Area**
Village+Post -Chakfateha	Road no- 01	Seohar
Post Office	**Pin Code**	**State**
Chakfateha	843301	Bihar
District	**Block**	**Police Station**
Seohar	Puranhiya	Puranhiya

Correspondence Address

Village/City	**Street**	**Area**
Village+Post -Chakfateha	Road no- 01	Seohar
Post Office	**Pin Code**	**State**
Chakfateha	843301	Bihar
District	**Block**	**Police Station**
Seohar	Puranhiya	Puranhiya

Tick the mandatory checkbox, enter your remarks, and click on the ‘Forward’ button to forward the request to Super admin level.


Directorate Of Employment & Training
Faculty Records
Forward
Send Back
right reserved by CMS Computers India Pvt. Ltd

☐	Faculty Reg No	Faculty Type	Employee Id	Designation	ITI Name	MIS Code	District	
	7	Teaching		Instructor	ITI SITAMARHI	GR10000046	SITAMARHI	Ap
	8	Teaching		Group Instructor	ITI SITAMARHI	GR10000046	SITAMARHI	Ap
☑	24	Non-Teaching		Clerk	ITI SITAMARHI	GR10000046	SITAMARHI	S

Remarks *

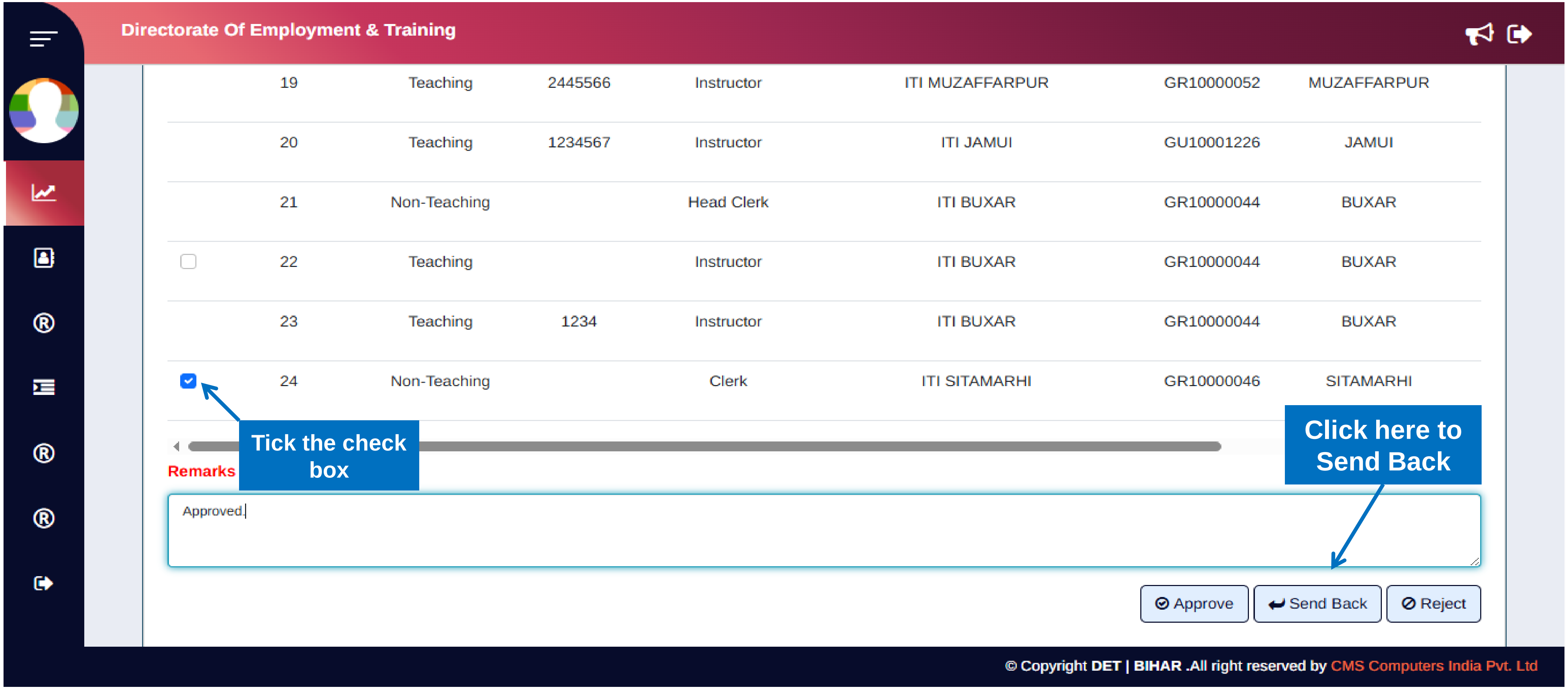
Okay

Tick check box

Add remark

Click here to forward

Select the mandatory checkbox, enter appropriate remarks, then click ‘Send Back ‘ to send the request back to ITI Admin and send back request will be displayed in ITI Admin under Faculty Registration List .



	19	Teaching	2445566	Instructor	ITI MUZAFFARPUR	GR10000052	MUZAFFARPUR
	20	Teaching	1234567	Instructor	ITI JAMUI	GU10001226	JAMUI
	21	Non-Teaching		Head Clerk	ITI BUXAR	GR10000044	BUXAR
☐	22	Teaching		Instructor	ITI BUXAR	GR10000044	BUXAR
	23	Teaching	1234	Instructor	ITI BUXAR	GR10000044	BUXAR
☑	24	Non-Teaching		Clerk	ITI SITAMARHI	GR10000046	SITAMARHI

Tick the check box

Click here to Send Back

Remarks

Approved

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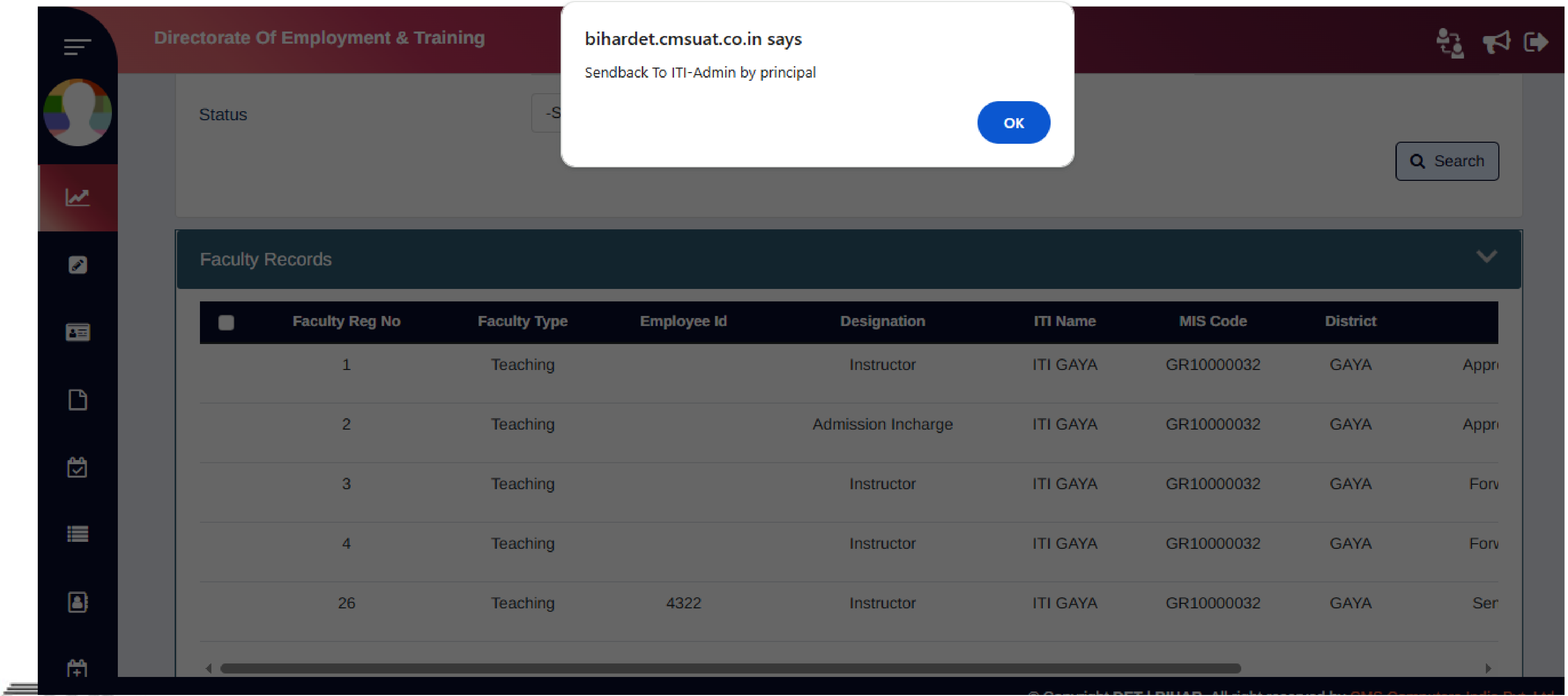
Send Back Success massage will be displayed as “Send back to ITI Admin by Principal”



Directorate Of Employment & Training

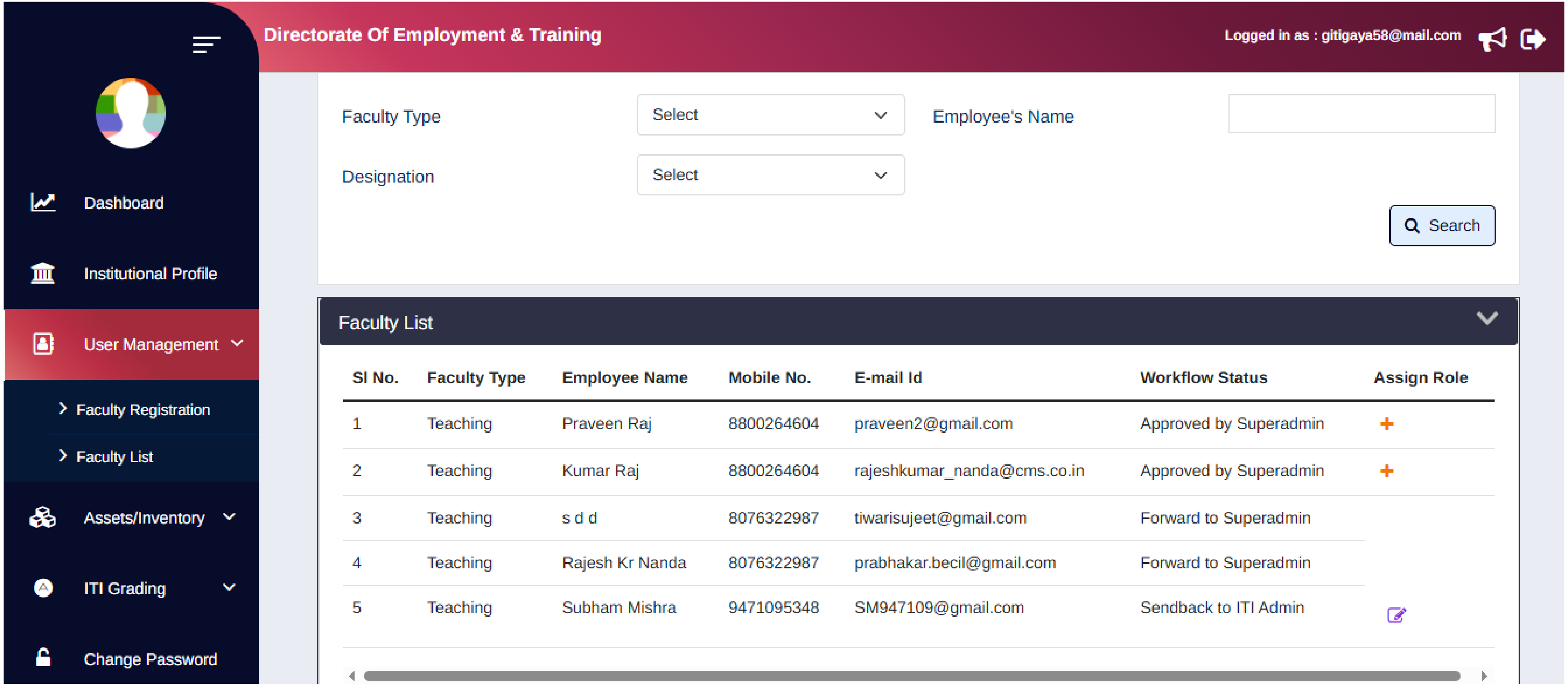
bihardet.cmsuat.co.in says

Sendback To ITI-Admin by principal

OK
Status
-S
Search
Faculty Records

☐	Faculty Reg No	Faculty Type	Employee Id	Designation	ITI Name	MIS Code	District	
	1	Teaching		Instructor	ITI GAYA	GR10000032	GAYA	Appr
	2	Teaching		Admission Incharge	ITI GAYA	GR10000032	GAYA	Appr
	3	Teaching		Instructor	ITI GAYA	GR10000032	GAYA	Forv
	4	Teaching		Instructor	ITI GAYA	GR10000032	GAYA	Forv
	26	Teaching	4322	Instructor	ITI GAYA	GR10000032	GAYA	Ser

Send back request will be displayed in faculty list under user management at ITI Admin level .


Directorate Of Employment & Training
Logged in as : gitigaya58@mail.com
Dashboard
Institutional Profile
User Management
Faculty Registration
Faculty List
Assets/Inventory
ITI Grading
Change Password
Search

Faculty Type: Select

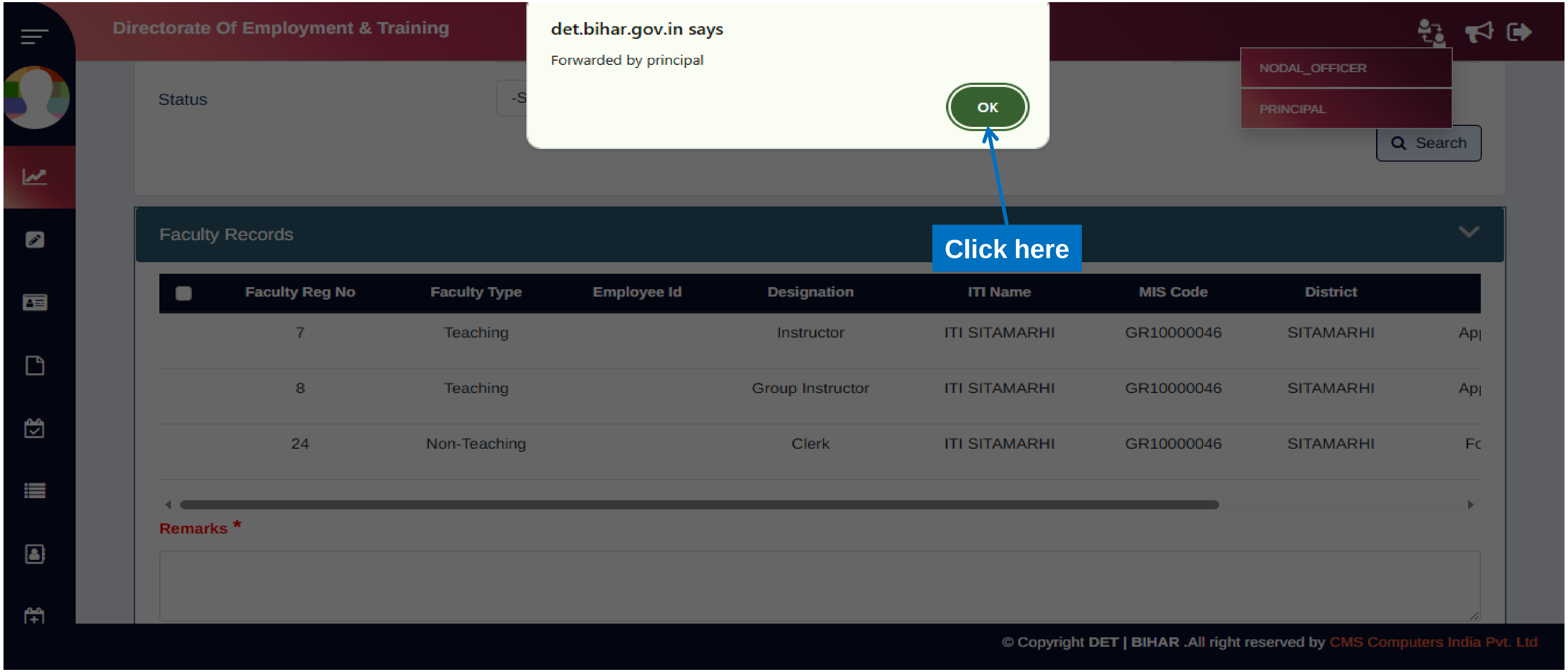
Employee's Name:

Designation: Select

Faculty List

Sl No.	Faculty Type	Employee Name	Mobile No.	E-mail Id	Workflow Status	Assign Role
1	Teaching	Praveen Raj	8800264604	praveen2@gmail.com	Approved by Superadmin	+
2	Teaching	Kumar Raj	8800264604	rajeshkumar_nanda@cms.co.in	Approved by Superadmin	+
3	Teaching	s d d	8076322987	tiwarisujeet@gmail.com	Forward to Superadmin	
4	Teaching	Rajesh Kr Nanda	8076322987	prabhakar.becil@gmail.com	Forward to Superadmin	
5	Teaching	Subham Mishra	9471095348	SM947109@gmail.com	Sendback to ITI Admin	✎

Once the Principal forwards the information to the Super Admin level, a confirmation pop-up message is displayed as “Forwarded by principal”



det.bihar.gov.in says

Forwarded by principal

OK
Click here
Directorate Of Employment & Training
Status
NODAL_OFFICER
PRINCIPAL
Search
Faculty Records
Remarks *
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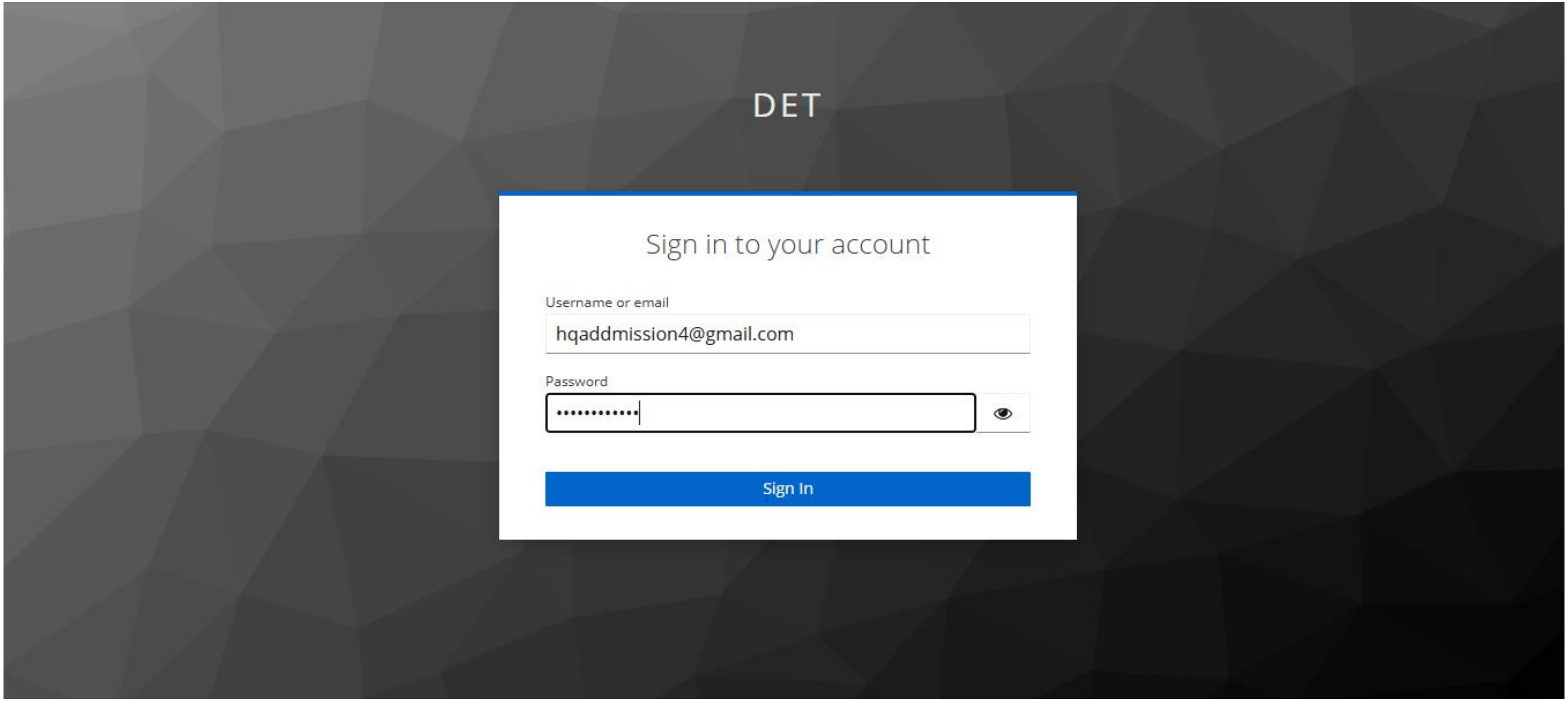
☐	Faculty Reg No	Faculty Type	Employee Id	Designation	ITI Name	MIS Code	District	
	7	Teaching		Instructor	ITI SITAMARHI	GR10000046	SITAMARHI	Ap
	8	Teaching		Group Instructor	ITI SITAMARHI	GR10000046	SITAMARHI	Ap
	24	Non-Teaching		Clerk	ITI SITAMARHI	GR10000046	SITAMARHI	Fc

The Super Admin level user logs in by entering their official email ID and password on the DET portal's login page.

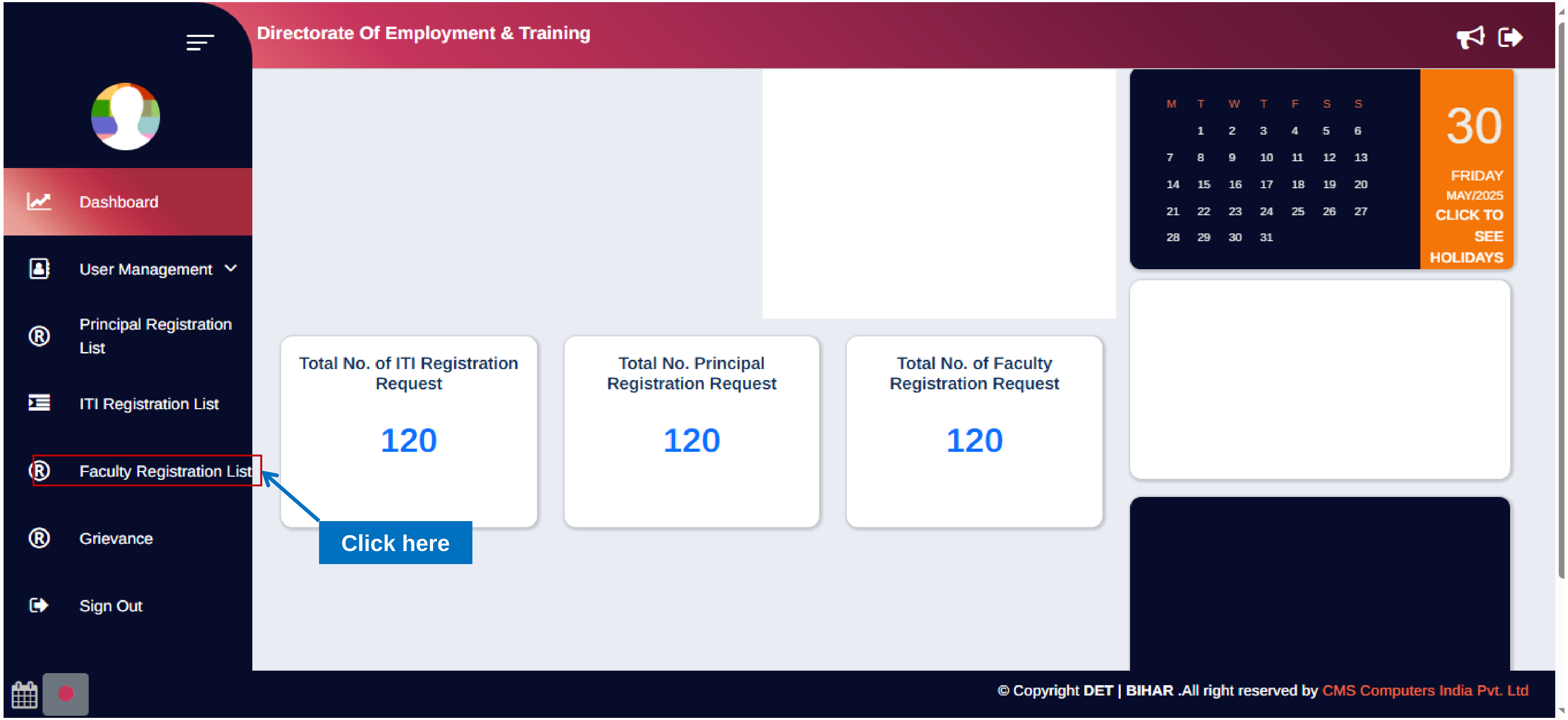

DET
Sign in to your account

Username or email
hqaddmission4@gmail.com

Password
•••••••••••••

Sign In

Click on ‘Faculty Registration List’ in the menu to view submitted faculty details.


Directorate Of Employment & Training
Dashboard
User Management
Principal Registration List
ITI Registration List
Faculty Registration List
Grievance
Sign Out
Total No. of ITI Registration Request
120
Total No. Principal Registration Request
120
Total No. of Faculty Registration Request
120
M T W T F S S
30
FRIDAY
MAY/2025
CLICK TO SEE HOLIDAYS
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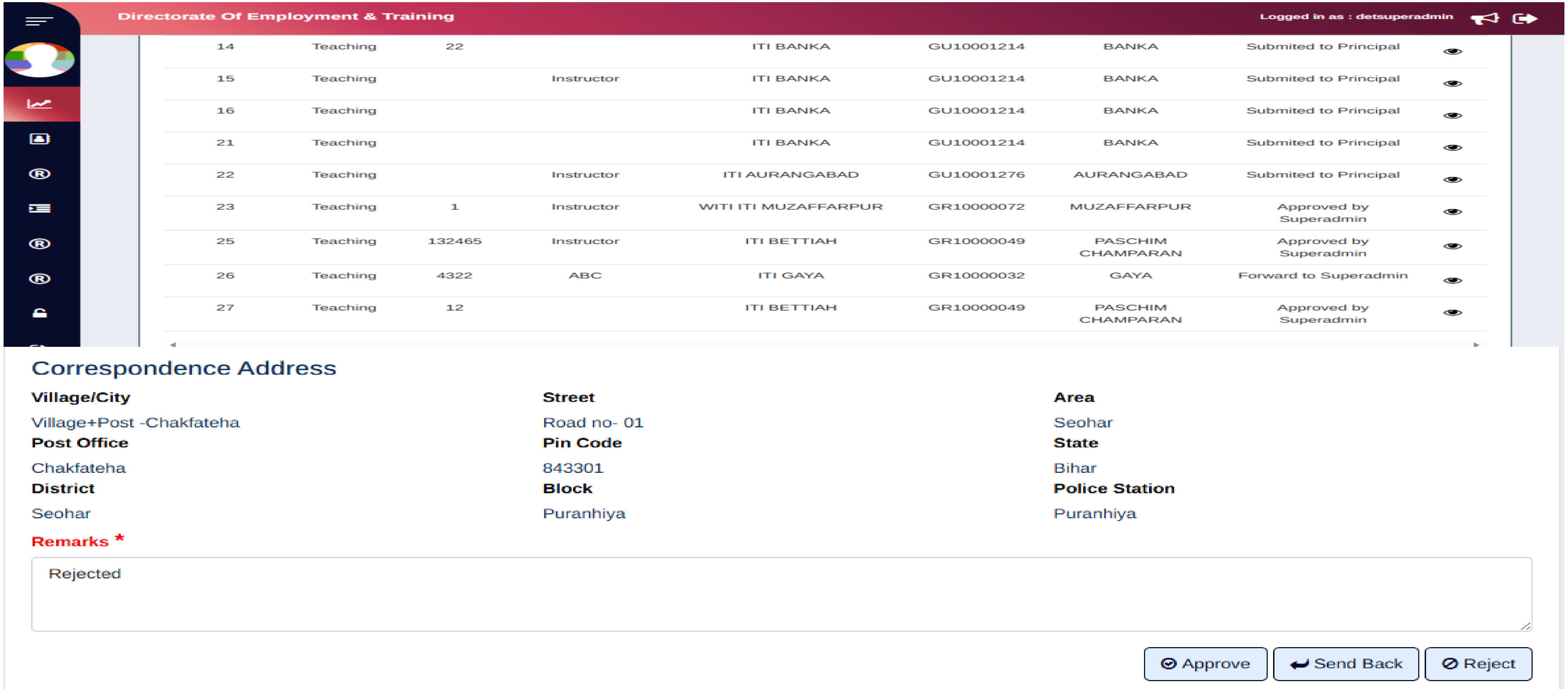
Click here

Select the checkbox, enter appropriate remarks, and click on ‘Reject' button to reject the selected request.


Directorate Of Employment & Training
Logged in as : detsuperadmin
Approve
Send Back
Reject

14	Teaching	22		ITI BANKA	GU10001214	BANKA	Submited to Principal	👁
15	Teaching		Instructor	ITI BANKA	GU10001214	BANKA	Submited to Principal	👁
16	Teaching			ITI BANKA	GU10001214	BANKA	Submited to Principal	👁
21	Teaching			ITI BANKA	GU10001214	BANKA	Submited to Principal	👁
22	Teaching		Instructor	ITI AURANGABAD	GU10001276	AURANGABAD	Submited to Principal	👁
23	Teaching	1	Instructor	WITI ITI MUZAFFARPUR	GR10000072	MUZAFFARPUR	Approved by Superadmin	👁
25	Teaching	132465	Instructor	ITI BETTIAH	GR10000049	PASCHIM CHAMPARAN	Approved by Superadmin	👁
26	Teaching	4322	ABC	ITI GAYA	GR10000032	GAYA	Forward to Superadmin	👁
27	Teaching	12		ITI BETTIAH	GR10000049	PASCHIM CHAMPARAN	Approved by Superadmin	👁

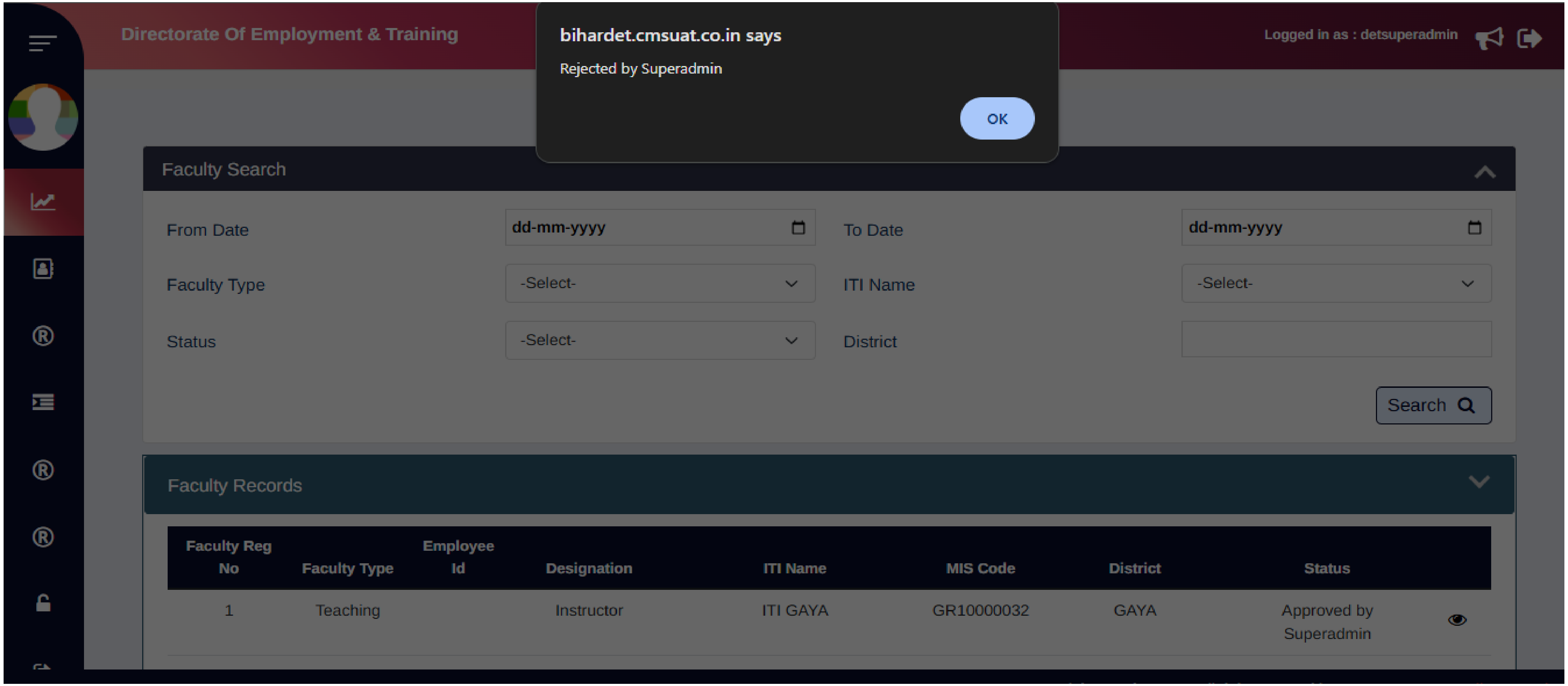
Correspondence Address

Village/City	**Street**	**Area**
Village+Post -Chakfateha	Road no- 01	Seohar
Post Office	**Pin Code**	**State**
Chakfateha	843301	Bihar
District	**Block**	**Police Station**
Seohar	Puranhiya	Puranhiya

Remarks *

Rejected

Rejection Success massage will be displayed as “rejected by Super Admin”



bihardet.cmsuat.co.in says

Rejected by Superadmin

OK
Directorate Of Employment & Training
Logged in as : detsuperadmin
Faculty Search
Faculty Records
Search

From Date: dd-mm-yyyy

To Date: dd-mm-yyyy

Faculty Type: -Select-

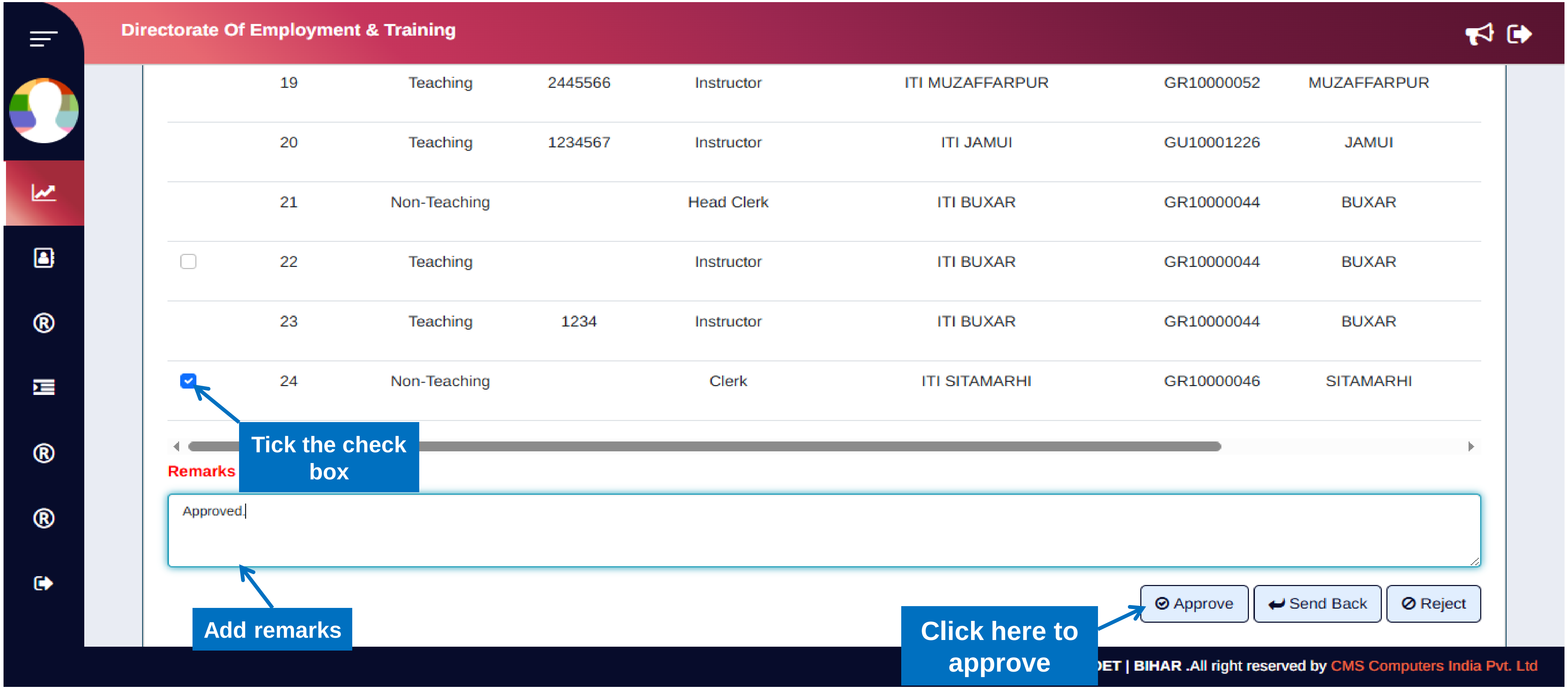
ITI Name: -Select-

Status: -Select-

District:

Faculty Reg No	Faculty Type	Employee Id	Designation	ITI Name	MIS Code	District	Status	
1	Teaching		Instructor	ITI GAYA	GR10000032	GAYA	Approved by Superadmin	👁

Select the checkbox, enter appropriate remarks, and click on 'Approve' button to process the selected request.



	19	Teaching	2445566	Instructor	ITI MUZAFFARPUR	GR10000052	MUZAFFARPUR
	20	Teaching	1234567	Instructor	ITI JAMUI	GU10001226	JAMUI
	21	Non-Teaching		Head Clerk	ITI BUXAR	GR10000044	BUXAR
☐	22	Teaching		Instructor	ITI BUXAR	GR10000044	BUXAR
	23	Teaching	1234	Instructor	ITI BUXAR	GR10000044	BUXAR
☑	24	Non-Teaching		Clerk	ITI SITAMARHI	GR10000046	SITAMARHI

Remarks

Approved.

Tick the check box

Add remarks

Click here to approve

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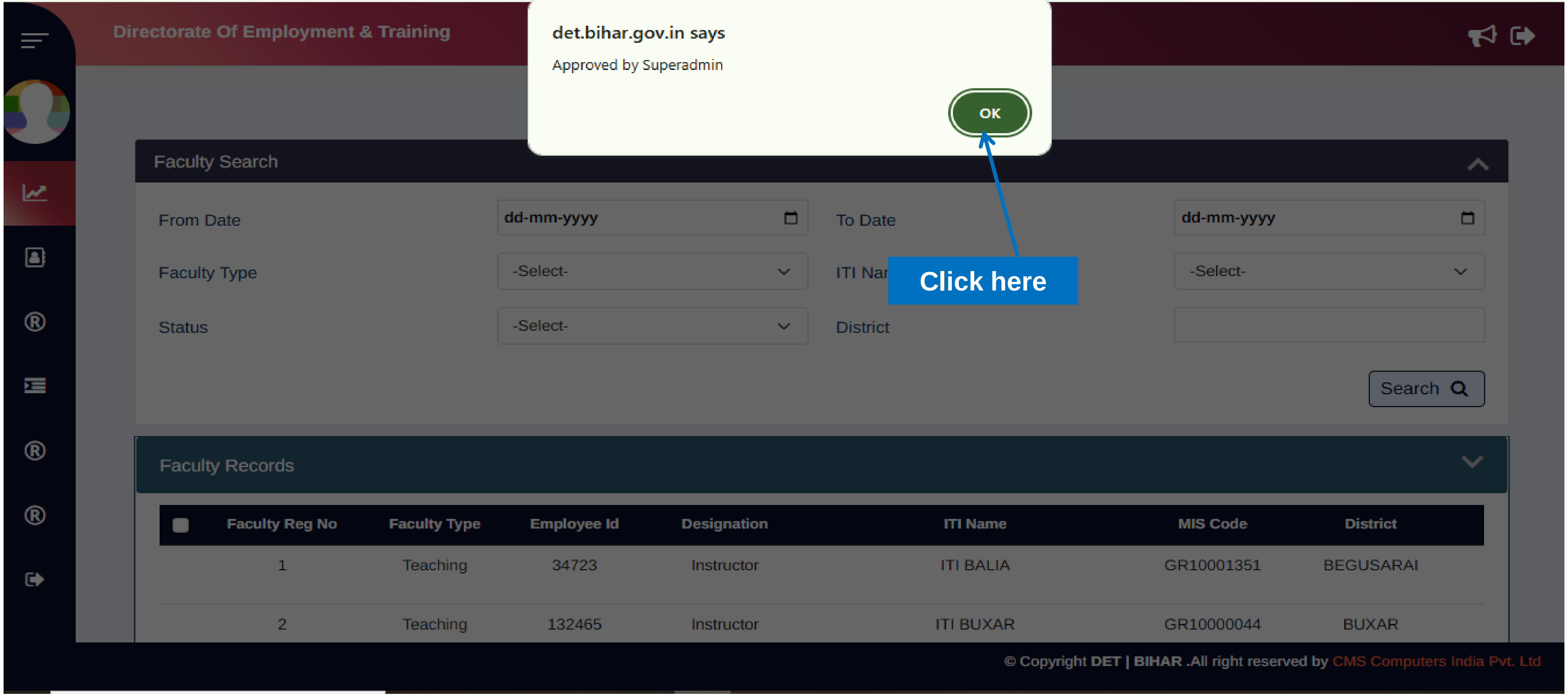
Conformation of Approval Success massage is displayed as " Approved by super Amin"



det.bihar.gov.in says

Approved by Superadmin

Faculty Search

From Date: dd-mm-yyyy

To Date: dd-mm-yyyy

Faculty Type: -Select-

ITI Nar: -Select-

Status: -Select-

District:

Faculty Records

☐	Faculty Reg No	Faculty Type	Employee Id	Designation	ITI Name	MIS Code	District
	1	Teaching	34723	Instructor	ITI BALIA	GR10001351	BEGUSARAI
	2	Teaching	132465	Instructor	ITI BUXAR	GR10000044	BUXAR

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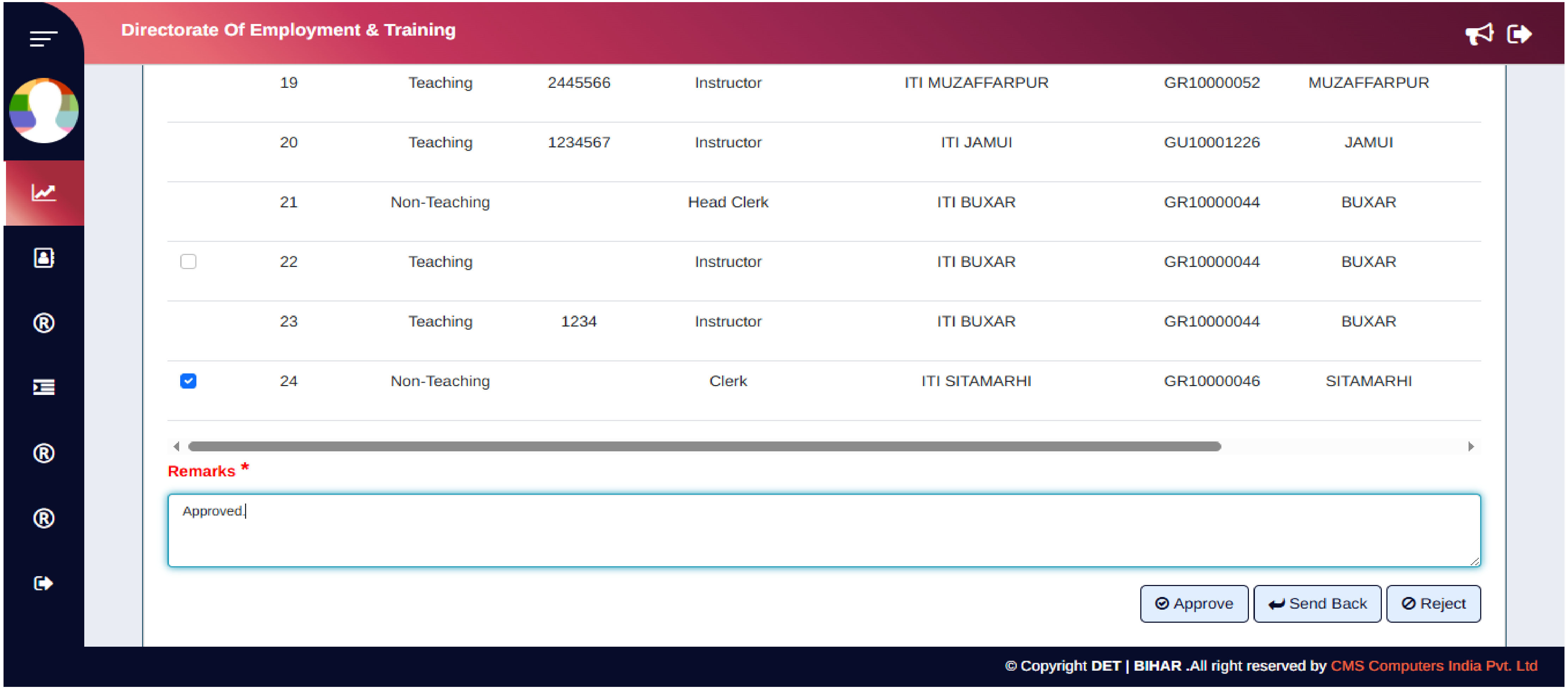
Select the mandatory checkbox, enter appropriate remarks, then click ‘Send Back ‘ to send the request back to Principal and send back request will be displayed under Faculty Registration List of Principal Login



	19	Teaching	2445566	Instructor	ITI MUZAFFARPUR	GR10000052	MUZAFFARPUR
	20	Teaching	1234567	Instructor	ITI JAMUI	GU10001226	JAMUI
	21	Non-Teaching		Head Clerk	ITI BUXAR	GR10000044	BUXAR
☐	22	Teaching		Instructor	ITI BUXAR	GR10000044	BUXAR
	23	Teaching	1234	Instructor	ITI BUXAR	GR10000044	BUXAR
☑	24	Non-Teaching		Clerk	ITI SITAMARHI	GR10000046	SITAMARHI

Remarks *: Approved

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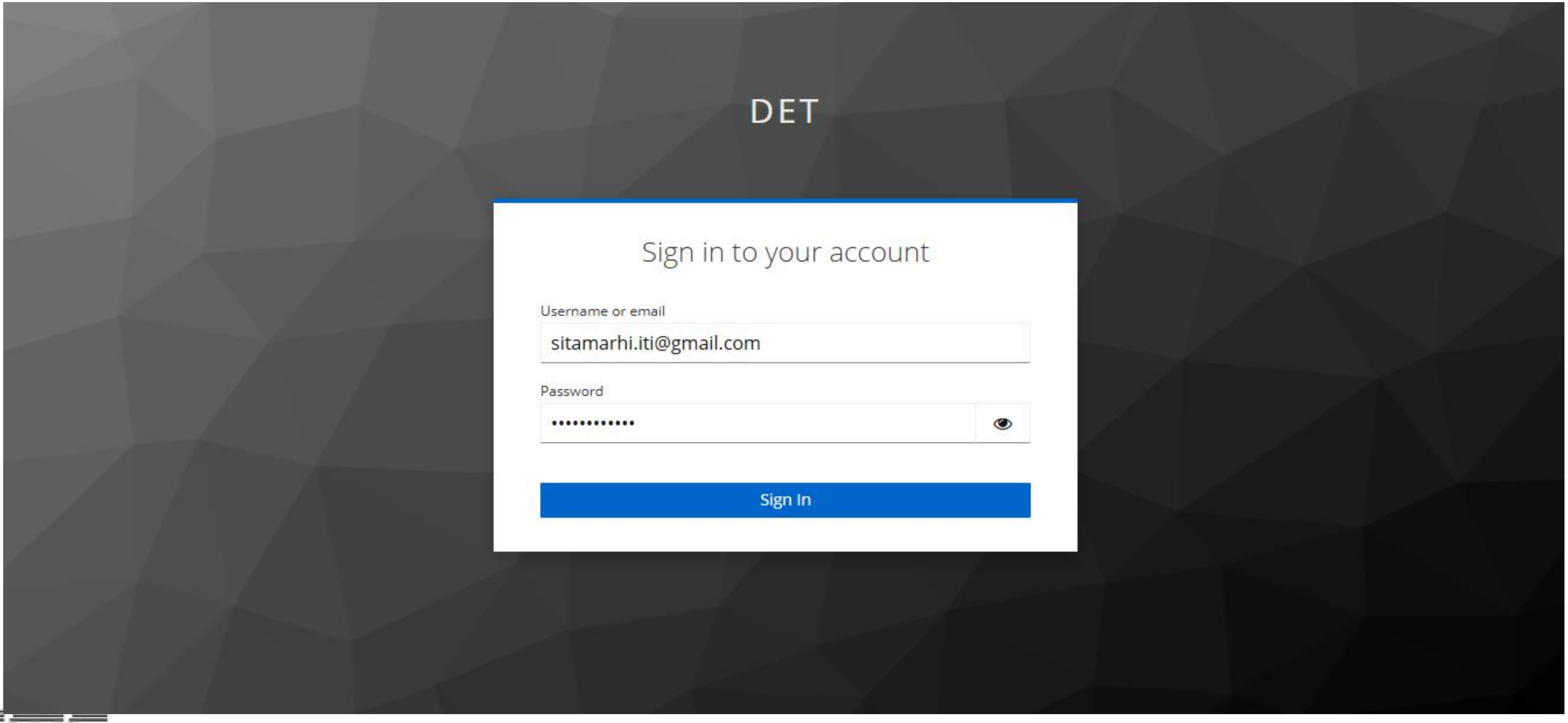
Now ITI Admin Login with registered email and password, then click ‘Sign In’ to access your DET account.



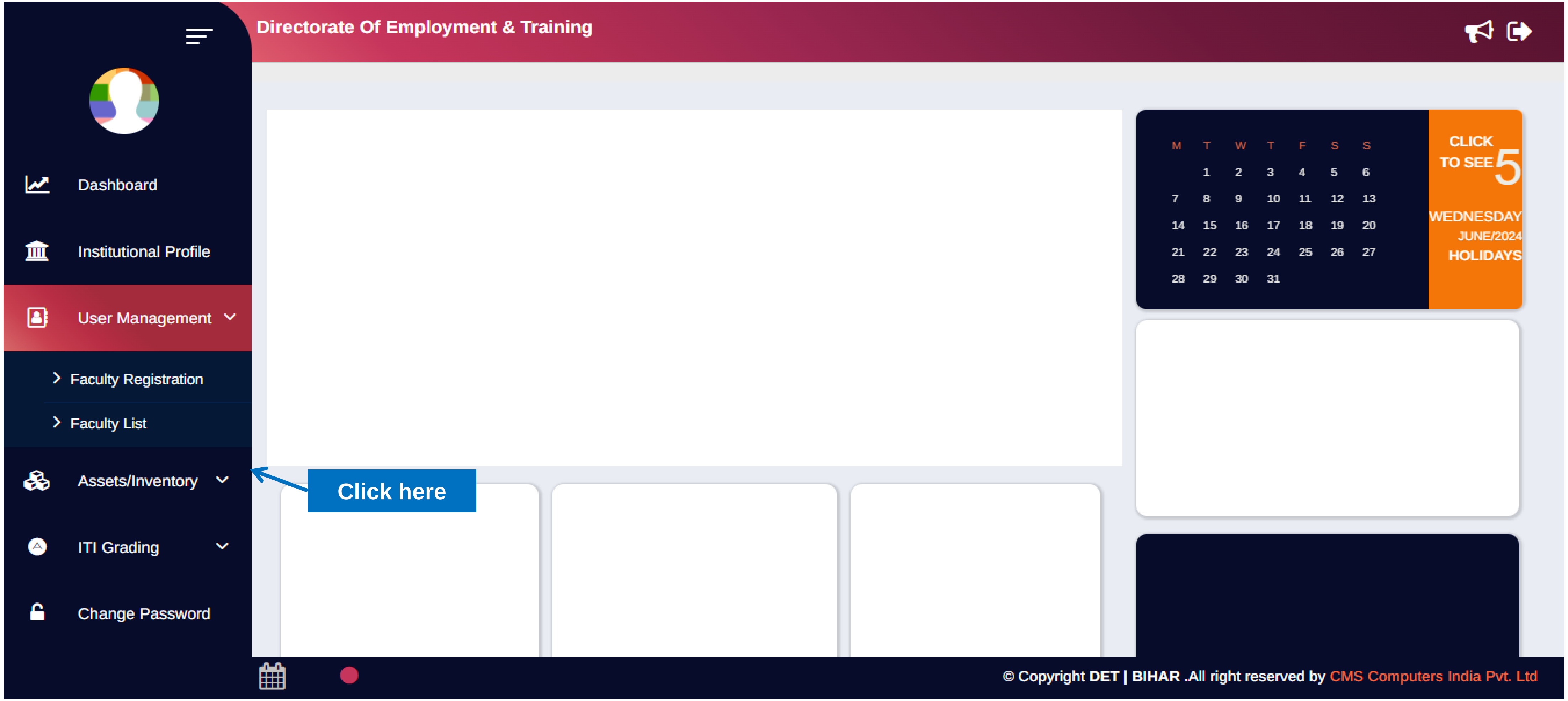
DET

Sign in to your account

Username or email: sitamarhi.iti@gmail.com

Password: •••••••••••••

Login as ITI Admin, navigate to 'User Management', and click on 'Faculty List' to assign roles.


Directorate Of Employment & Training
Dashboard
Institutional Profile
User Management
Faculty Registration
Faculty List
Assets/Inventory
ITI Grading
Change Password
Click here
M T W T F S S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
CLICK TO SEE 5
WEDNESDAY
JUNE/2024
HOLIDAYS
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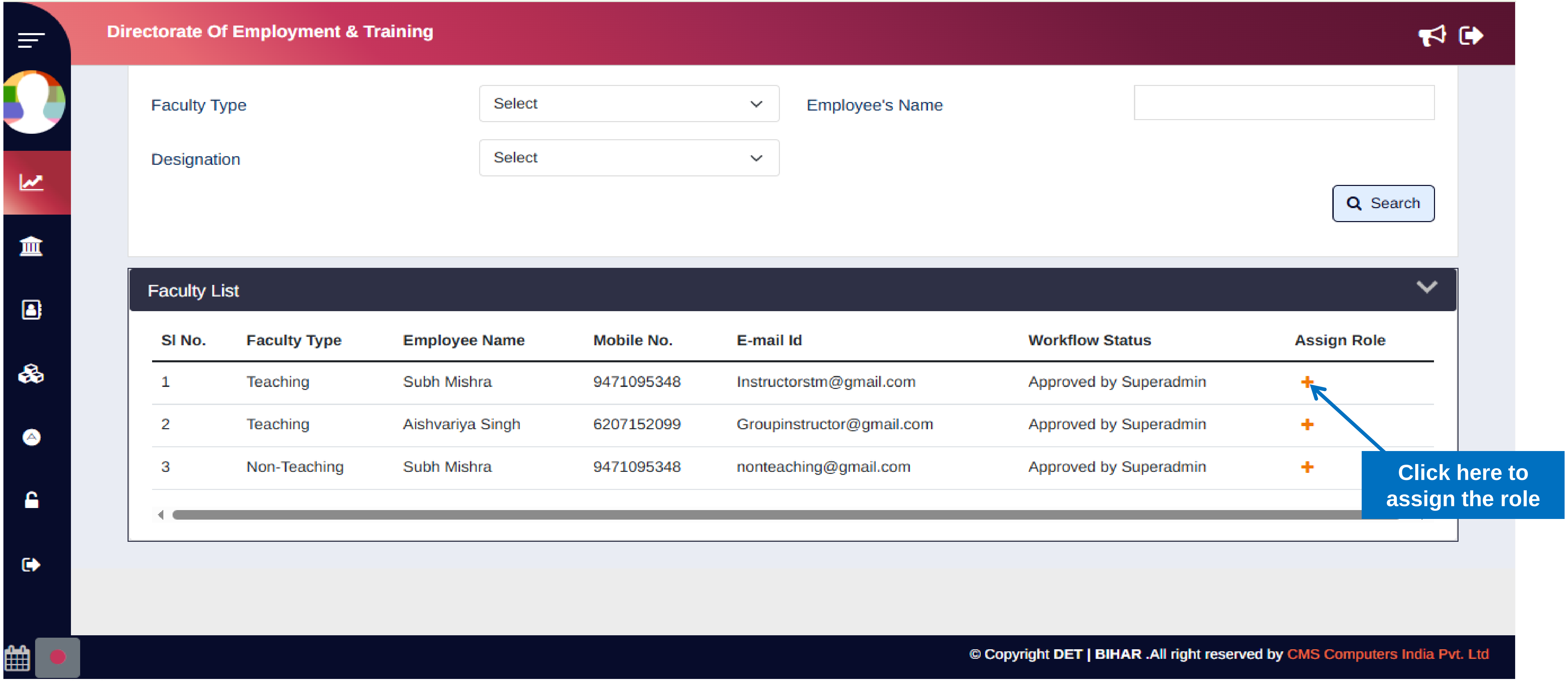
Click the ‘+’ icon under the ‘Assign Role’ column to assign a specific or multiple role to the selected faculty member.



Directorate Of Employment & Training

Faculty Type: Select

Employee's Name:

Designation: Select

Faculty List

Sl No.	Faculty Type	Employee Name	Mobile No.	E-mail Id	Workflow Status	Assign Role
1	Teaching	Subh Mishra	9471095348	Instructorstm@gmail.com	Approved by Superadmin	+
2	Teaching	Aishvariya Singh	6207152099	Groupinstructor@gmail.com	Approved by Superadmin	+
3	Non-Teaching	Subh Mishra	9471095348	nonteaching@gmail.com	Approved by Superadmin	+

Click here to assign the role

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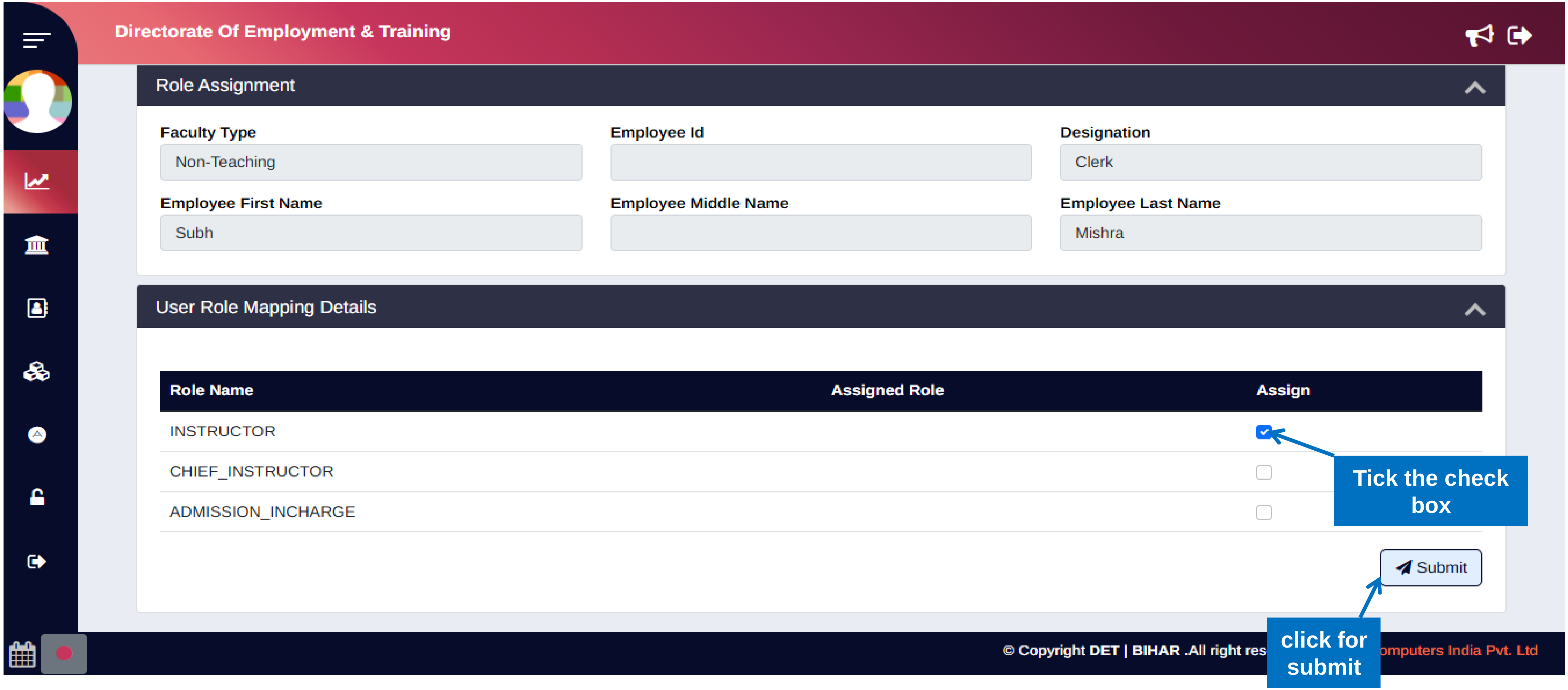
Select the appropriate role by ticking the checkbox and click ‘Submit’ to assign the role to the faculty.



Directorate Of Employment & Training

Role Assignment

Faculty Type	**Employee Id**	**Designation**
Non-Teaching		Clerk
Employee First Name	**Employee Middle Name**	**Employee Last Name**
Subh		Mishra

User Role Mapping Details

Role Name	Assigned Role	Assign
INSTRUCTOR		☑
CHIEF_INSTRUCTOR		☐
ADMISSION_INCHARGE		☐

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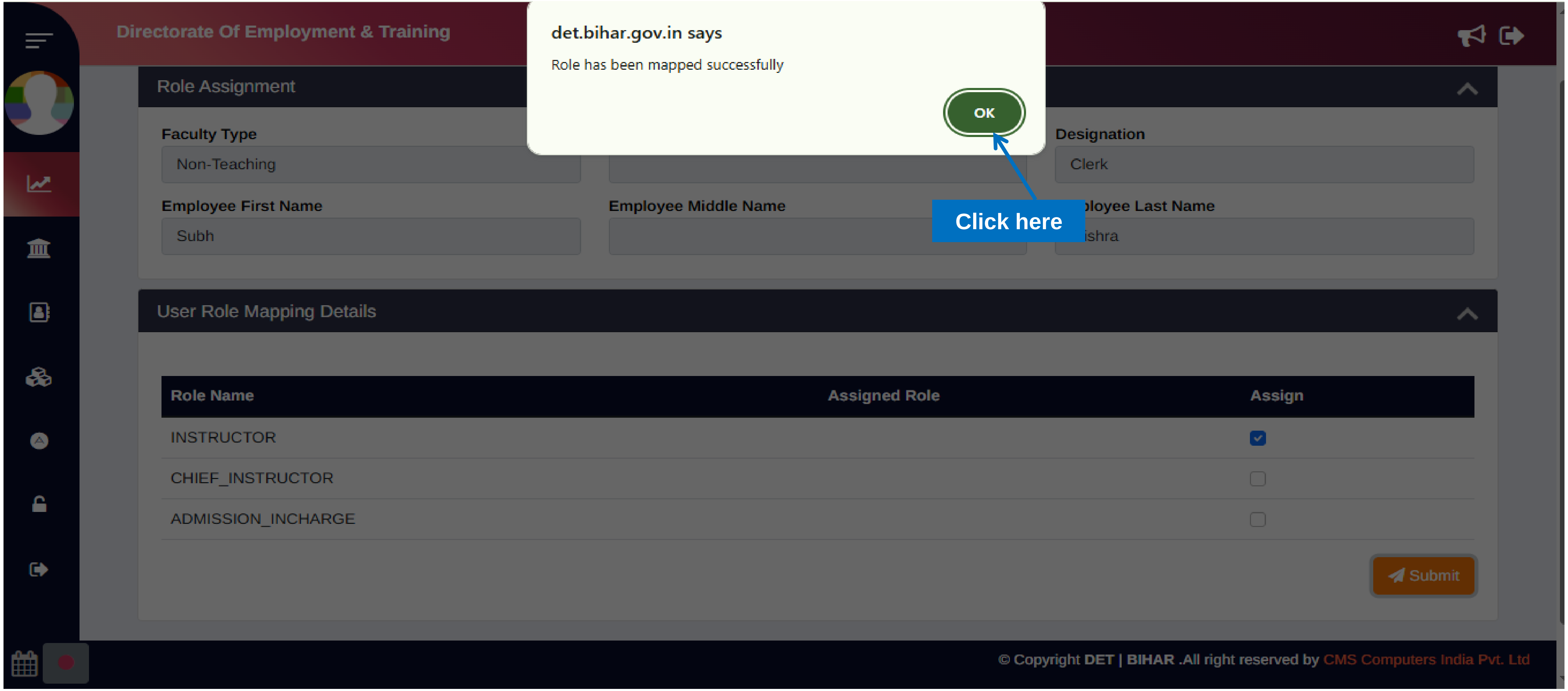
Conformation of role mapping success massage is displayed as “ Role has been mapped successfully”.



Directorate Of Employment & Training

det.bihar.gov.in says

Role has been mapped successfully

OK
Click here

Role Assignment

Faculty Type Non-Teaching

Designation Clerk

Employee First Name Subh

Employee Middle Name

Employee Last Name ishra

User Role Mapping Details

Role Name	Assigned Role	Assign
INSTRUCTOR		☑
CHIEF_INSTRUCTOR		☐
ADMISSION_INCHARGE		☐

Submit

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Thank you

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