

***Directorate of Employment and Training,
Labour Resource Department, Govt of Bihar***

***User Manual New Web Portal of Directorate of
Employment and Training***



PRINCIPAL First Time Registration

Overview





Visit the DET Portal:

- You can register your government or private ITI on the DET portal. Once registered, if a nodal officer is available, they will review and approve the registration. If no nodal officer is available, the approval will be granted by the super admin.
- Go to the DET portal again and scroll down to the Guest section. Click on Registration.

Access Principal Registration:

- After clicking Registration, the Govt. ITI registration portal will open. In the top right corner, click the Principal Icon to open the Principal Registration page.

Fill in Details:

- Select your District and ITI Name from the dropdown.
- Then Block Name, Sub-Division, ITI State Code, and MS Code Principal's Name (First, Middle, Last) will auto-fill.

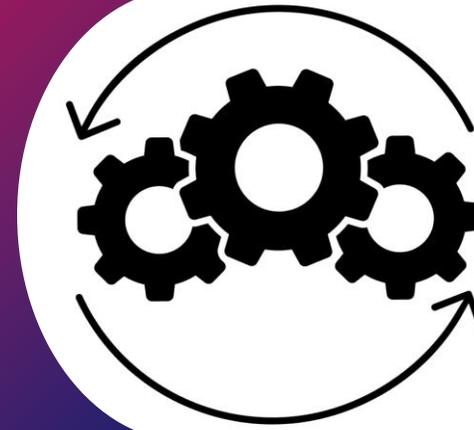
Verify Contact Information:

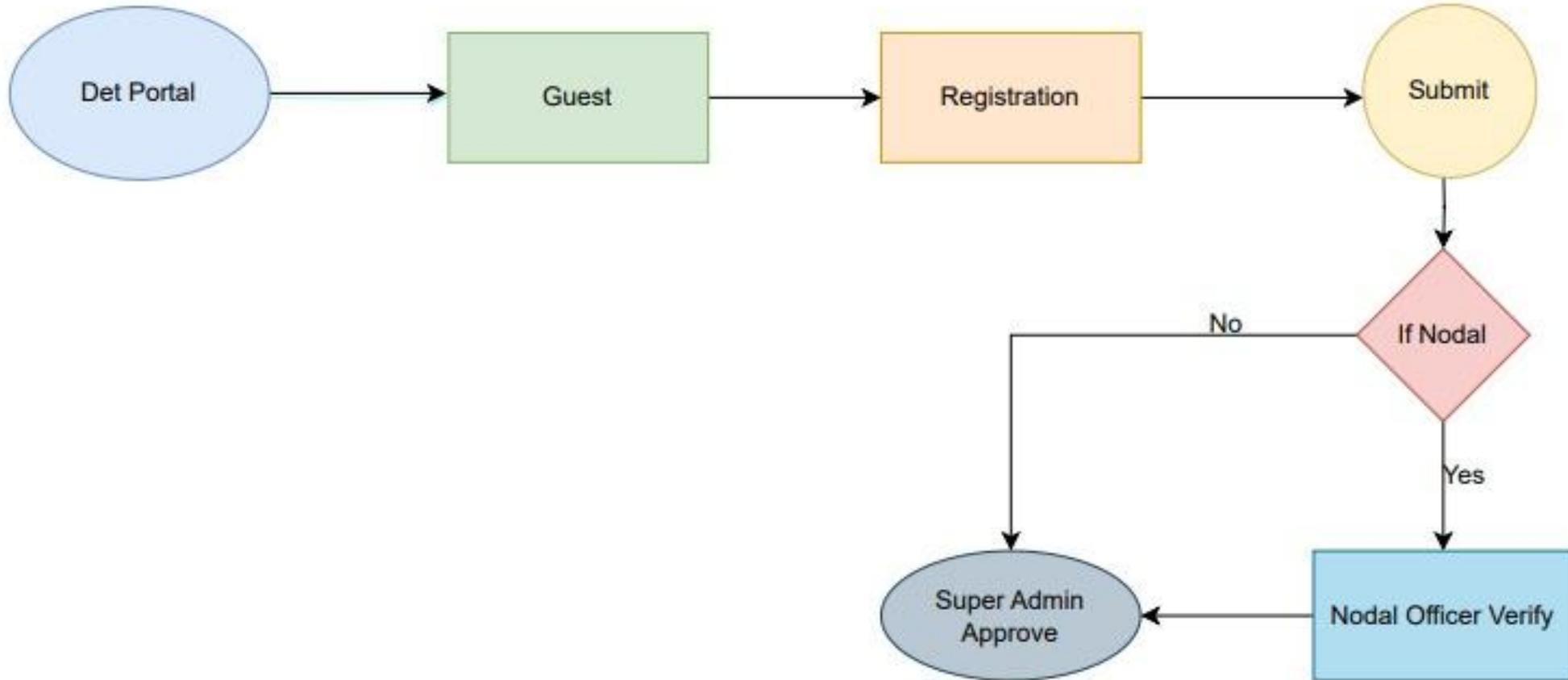
- Enter the Principal's Mobile Number and click Get OTP to receive and verify the OTP.
- Verify the Principal's Email Address.

Submit:

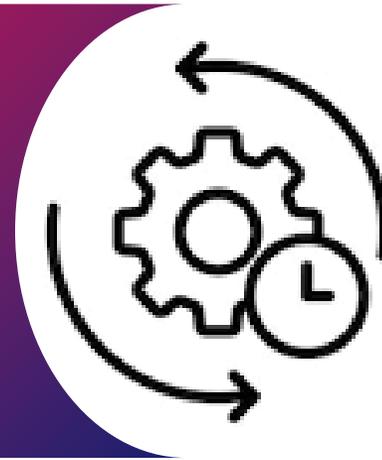
- After completing the process, a pop-up will confirm that your application has been submitted. Note down the Application ID.

Workflow





Process flow



Visit the DET portal by using this URL: <https://det.bihar.gov.in/index.html>



The screenshot shows the homepage of the Directorate of Employment & Training (DET) portal. The browser address bar displays det.bihar.gov.in/index.html. The page header includes the date and time (Monday 09/06/2025 12:46:00), navigation links (Go to Main Content, Select Language), and a search bar. The main content area features a large image of a group of men in a meeting, with the text "Directorate Of Employment & Training" overlaid. Below the image are four main service cards: Training (orange), Employment (dark blue), Bihar State Overseas Placement Bureau (dark blue), and Dashboard (dark blue). Each card contains an icon and a brief description of the service. The footer includes a "Vision" section with a URL and a CMS logo.

Monday 09/06/2025 12:46:00 A+ A A- Go to Main Content Select Language Search... Relaunch to update

Directorate Of Employment & Training

Home About Us Schemes Login Contact Us

VSAT Virtual Classroom

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.

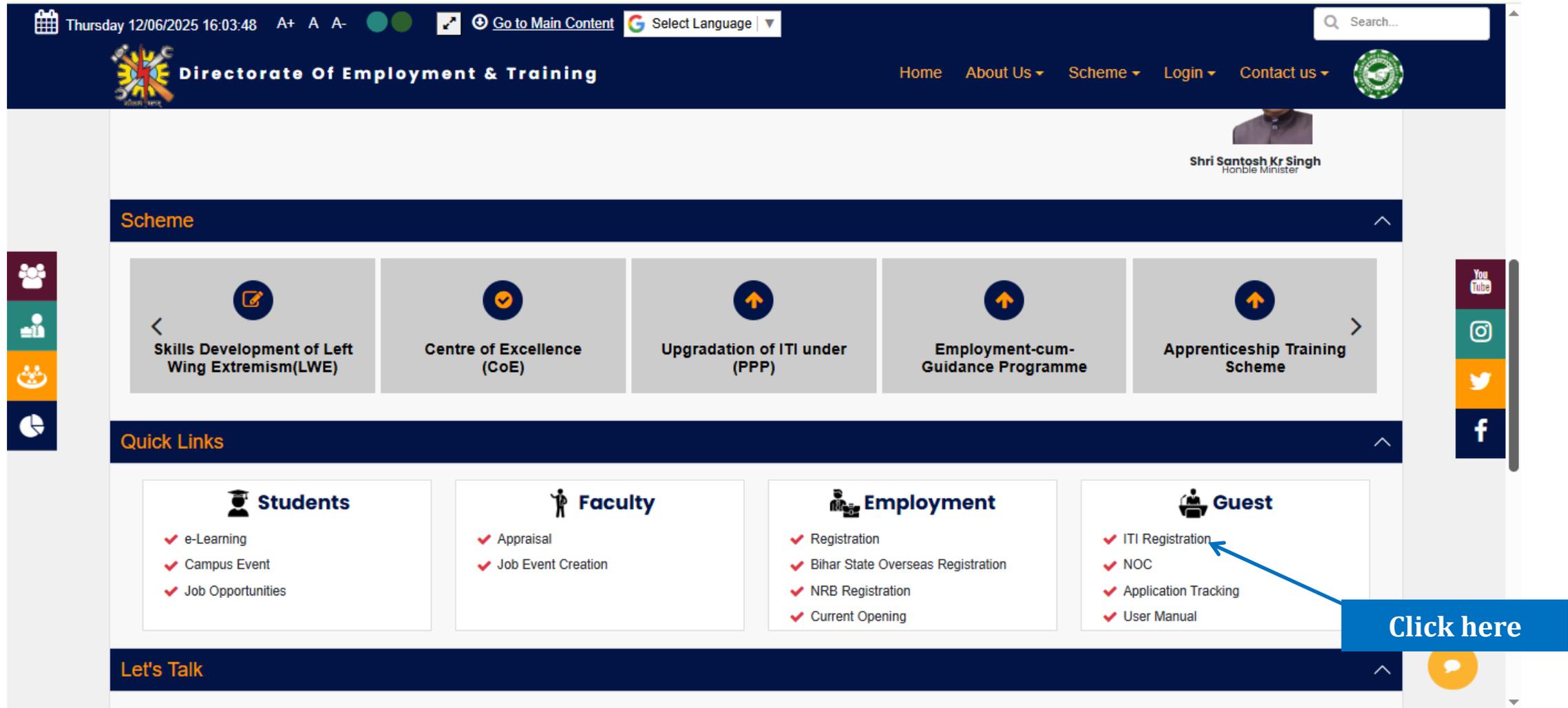
Bihar State Overseas Placement Bureau
A government initiative that facilitates overseas employment opportunities for skilled and unskilled workers from Bihar.

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

Vision
<https://det.bihar.gov.in/index.html#heroCarousel>

CMS SIMPLIFYING LIFE

On the DET homepage, scroll down and click on Registration under the Guest section.



Thursday 12/06/2025 16:03:48 A+ A A- [Go to Main Content](#) [Select Language](#) Search...

Directorate Of Employment & Training Home About Us Scheme Login Contact us

Shri Santosh Kr Singh
Honble Minister

Scheme

- Skills Development of Left Wing Extremism(LWE)
- Centre of Excellence (CoE)
- Upgradation of ITI under (PPP)
- Employment-cum-Guidance Programme
- Apprenticeship Training Scheme

Quick Links

Students	Faculty	Employment	Guest
<ul style="list-style-type: none">✓ e-Learning✓ Campus Event✓ Job Opportunities	<ul style="list-style-type: none">✓ Appraisal✓ Job Event Creation	<ul style="list-style-type: none">✓ Registration✓ Bihar State Overseas Registration✓ NRB Registration✓ Current Opening	<ul style="list-style-type: none">✓ ITI Registration✓ NOC✓ Application Tracking✓ User Manual

Let's Talk



After clicking on Registration , the Govt. ITI registration page will open. In the top right corner, you'll see the Principal icon — click on it.

Thursday December 5, 2024 03:47:37 PM

Directorate Of Employment & Training

Click here

Institution Details

Govt. ITI Registration

District Name *	ITI Name *	Sub-Division
--Select--		
Block	Institute Comissionary	ITI State Code
MIS Code *	Institute Longitude *	Institute Latitude *
Institutional E-mail id *	Institution Address *	



Clicking on the Principal icon will open the Principal Registration page. Here, you need to enter the following principal details.

Friday June 13, 2025 04:10:25 PM

Principal Registration

Principal Details

District Name*	ITI Name*	Block Name
ARARIA	_____	Raniganj
Sub Divison	MIS Code*	
Araria	_____	
Principal's First Name*	Middle Name	Last Name
Tripalathi	pRINCIPAL	kumar
Principal's Mobile number*	Generate OTP	<input type="text" value="719294"/> Verify
7070230247		
Principal's E-mail id(Use Offial Email Id)*	Generate OTP	<input type="text" value="123456"/> Verify
araria1010@gmail.com		

When you click on District Name, a dropdown menu will appear, and you need to select your district.

Thursday June 12, 2025 04:11:19 PM

Principal Details

District Name*	ITI Name*	Block Name
--Select--		
Sub	MIS Code*	Last Name
ARARIA		
ARWAL		
Prin		
AURANGABAD		
BANKA		
BEGUSARAI		
Prin		
BHAGALPUR		
BHOJPUR		
BUXAR		
Prin		
DARBHANGA		
EAST CHAMPARAN		
GAYA		
PURNIA		
ROHTAS		
GOPALGANJ		
JAMUI		
SAHARSHA		

Generate OTP Enter OTP Verify

Generate OTP Enter OTP Verify

Submit

Select District from drop down

When you click on ITI Name, a dropdown menu will appear, and you need to select ITI Name.

Thursday June 12, 2025 04:11:42 PM

Principal Details

District Name*	ITI Name*	Block Name
<input type="text" value="ARARIA"/>	<input type="text" value="Select"/>	<input type="text"/>
Sub Divison	<div style="border: 1px solid gray; padding: 2px;"><input type="text" value="Select"/> MIS ITI FORBESGANJ ITI ARARIA Mid MGM PRIVATE ITI</div>	<input type="text"/>
Principal's First Name*	<input type="text"/>	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal's Mobile number*	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal's E-mail id(Use Offial Email Id)*	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select ITI name from drop down



Once you fill in the ITI Name - Block Name, Sub-Division, ITI State Code, MIS Code Principal's First Name, Middle Name, Last Name and Mobile Number will be automatically populated.

Friday June 13, 2025 04:06:13 PM

Principal Registration

Principal Details

District Name *

ARARIA

ITI Name *

ITI ARARIA

Block Name

Raniganj

Sub Divison

Araria

ITI State Code *

SCVT072

MIS Code *

GU10001390

Principal's First Name *

Middle Name

pRINCIPAL

Last Name

kumar

Principal's Mobile number *

7070230247

Generate OTP

Enter OTP

Verify

Principal's E-mail id(Use Offial Email Id) *

Generate OTP

Enter OTP

Verify

Submit



Once the principal's mobile number is automatically populated, click on the 'Generate OTP' button.

Friday June 13, 2025 04:06:13 PM

Principal Registration

Principal Details

District Name *

ARARIA

ITI Name *

ITI ARARIA

Block Name

Raniganj

ITI State Code *

SCVT072

MIS Code *

GU10001390

Middle Name

pRINCIPAL

Last Name

kumar

Name *

Tripalthi

Principal's Mobile number *

7070230247

Principal's E-mail id(Use Official Email Id) *



Generate OTP

Enter OTP

Verify

Generate OTP

Enter OTP

Verify

Submit

Principal's mobile number will automatically fetched here

Click here to generate OTP

After clicking on 'Generate OTP,' a pop-up will appear confirming that the OTP has been sent to your mobile number.

The screenshot displays the 'Principal Registration' form with a confirmation pop-up. The pop-up is a light green box with the text 'OTP has been sent to your mobile number.' and an 'OK' button. A blue callout box with white text points to the pop-up, stating 'This POP UP will appear on your screen'. The form below is titled 'Principal Details' and contains the following fields:

Field	Value
District Name*	ARARIA
Sub Division	Araria
Principal's First Name*	Tripalhti
Principal's Mobile number*	7070230247
Principal's E-mail id(Use Official Email Id)*	
ITI Name*	ITI ARARIA
ITI State Code*	SCVT072
Middle Name	pRINCIPAL
Block Name	Raniganj
MIS Code*	GU10001390
Last Name	kumar

At the bottom of the form, there are two rows of buttons: 'Generate OTP', 'Enter OTP', and 'Verify' (with a checkmark icon). A 'Submit' button is located at the bottom right of the form.

After entering the OTP in the box and clicking 'Verify,' a pop-up will appear confirming that the mobile number has been successfully verified.

The screenshot displays the 'Principal Registration' form with a yellow pop-up message: 'Mobile number is verified now.' with an 'OK' button. A blue callout box points to the pop-up with the text: 'This POP UP will appear after clicking on verify saying mobile number is verified now'. The form fields are as follows:

Field	Value
District Name*	ARARIA
Sub Division	Araria
Principal's First Name*	Tripalathi
Principal's Mobile number*	7070230247
Principal's E-mail id(Use Official Email Id)*	
ITI Name*	ITI ARARIA
ITI State Code*	SCVT072
Middle Name	pRINCIPAL
Block Name	Raniganj
MIS Code*	GU10001390
Last Name	kumar

Buttons: Resend, Generate OTP, Enter OTP, Verify (highlighted), Submit. A blue callout box points to the highlighted 'Verify' button with the text: 'Click here to verify'. A timer indicates 'OTP will expire in 4:29'.



Once the mobile number is verified, enter the principal's email address and click on 'Generate OTP'.

Friday June 13, 2025 04:08:08 PM

Principal Registration

Principal Details

District Name*	ITI Name*	Block Name
<input type="text" value="ARARIA"/>	<input type="text" value="ITI ARARIA"/>	<input type="text" value="Raniganj"/>
Sub Divison	ITI State Code*	MIS Code*
<input type="text" value="Araria"/>	<input type="text" value="SCVT072"/>	<input type="text" value="GU10001390"/>
Principal's First Name*	Middle Name	Last Name
<input type="text" value="Tripalathi"/>	<input type="text" value="pRINCIPAL"/>	<input type="text" value="kumar"/>
Principal's Mobile number*	<input type="button" value="Resend"/> <input type="text" value="719294"/> <input type="button" value="Verified"/>	OTP will expire in 4:19
<input type="text" value="7070230247"/>	<input type="button" value="Generate OTP"/> <input type="text" value="Enter OTP"/> <input type="button" value="Verify"/>	<input type="button" value="Submit"/>
Principal's E-mail id(Use Offial Email Id)*		
<input type="text" value="araria1010@gmail.com"/>		

Enter Email Id here

Click here to Generate OTP



After clicking on 'Generate OTP,' an OTP will be sent to the principal's email address. Enter the OTP and click 'Verify' to confirm the email address.

Friday June 13, 2025 04:08:23 PM

Principal Registration

Principal Details

District Name*	ITI Name*	Block Name
<input type="text" value="ARARIA"/>	<input type="text" value="ITI ARARIA"/>	<input type="text" value="Raniganj"/>
Sub Divison	ITI State Code*	MIS Code*
<input type="text" value="Araria"/>	<input type="text" value="SCVT072"/>	<input type="text" value="GU10001390"/>
Principal's First Name*	Middle Name	Last Name
<input type="text" value="pRINCIPAL"/>	<input type="text" value=""/>	<input type="text" value="kumar"/>
<input type="text" value=""/>	<input type="text" value="719294"/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Principal's E-mail id(Use Official Email Id)*	<input type="text" value="123456"/>	<input type="text" value=""/>
<input type="text" value="araria1010@gmail.com"/>	<input type="text" value=""/>	<input type="text" value=""/>

OTP will expire in 4:03

If you don't receive the OTP, click on 'Resend' to receive a new OTP.

Click here to verify the email id



Once the principal's Mobile Number, Email ID are verified, click the 'Submit' button to submit the application.

Friday June 13, 2025 04:08:41 PM

Principal Details

District Name*	ITI Name*	Block Name
<input type="text" value="ARARIA"/>	<input type="text" value="ITI ARARIA"/>	<input type="text" value="Raniganj"/>
Sub Divison	ITI State Code*	MIS Code*
<input type="text" value="Araria"/>	<input type="text" value="SCVT072"/>	<input type="text" value="GU10001390"/>
Principal's First Name*	Middle Name	Last Name
<input type="text" value="Tripalathi"/>	<input type="text" value="pRINCIPAL"/>	<input type="text" value="kumar"/>
Principal's Mobile number*	<input type="button" value="Resend"/> <input type="text" value="719294"/> <input type="button" value="Verified"/> OTP will expire in 3:46	
Principal's E-mail id(Use Offial Email Id)*	<input type="button" value="Generate OTP"/> <input type="text" value="123456"/> <input type="button" value="Verify"/>	
<input type="text" value="araria1010@gmail.com"/>		

Click here to submit the application

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After clicking the 'Submit' button, a pop-up will appear confirming that your application has been submitted, along with your application ID. For example, the application ID shown on the following page is 56.

Directorate Of Employment & Traini

Your application has been submitted & application id is 56

OK

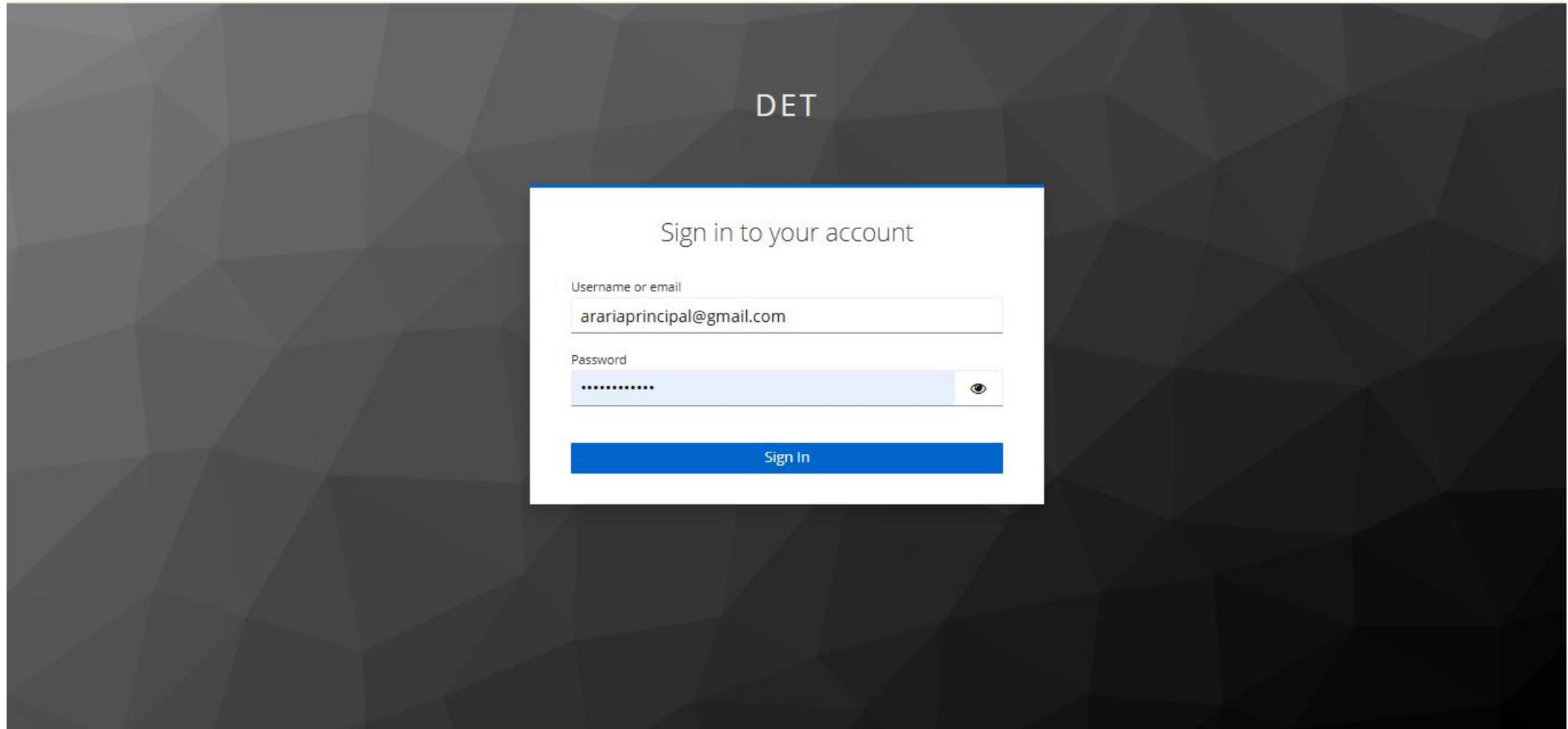
Principal Registration

Principal Details

District Name *	ITI Name *	Block Name
--Select--		
Sub Divison	ITI State Code *	MIS Code *
Principal's First Name *	Middle Name	Last Name
Principal's Mobile number *		
	Generate OTP	Enter OTP
		Verify

This pop up will generate confirming application submission and your application Id

Once the application has been submitted, the next step would be to sign in as a Nodal Officer on the DET (Department of Education and Training) Portal.



DET

Sign in to your account

Username or email
arariaprincipal@gmail.com

Password

Sign In

After logging in as a Nodal Officer, go to the top right corner of the page, click on the button, and select the option labeled "Nodal Officer" to access the Nodal Officer Dashboard.

The screenshot displays the user interface for the Directorate Of Employment & Training. On the left is a dark navigation sidebar with a profile icon and menu items: Dashboard, Admission, Examination, Upload C-Form, Principal FTR List, ITI Registration List, and Grievance. The main content area features a bar chart with data for days M, T, W, T, F, S, S. Below the chart are two summary cards: 'Total No. Of Examination Request' and 'Total No. Of Admission Request', both showing a value of 120. On the right, there is a calendar with a dropdown menu showing 'PRINCIPAL' and 'NODAL_OFFICER' options. A blue callout box with the text 'Click here' points to the 'NODAL_OFFICER' option. A 'CLICK TO SEE HOLIDAYS' button is also visible next to the calendar.

Day	Value
M	80
T	15
W	35
T	40
F	55
S	65
S	80

Category	Value
Total No. Of Examination Request	120
Total No. Of Admission Request	120

In the Nodal Officer Dashboard, on the left sidebar, click on the "Principal FTR List" to view the list of Principal FTRs.

Directorate Of Employment & Training

Dashboard

Admission

Examination

Upload C-Form

Principal FTR List

ITI Registration List

Grievance

Total No. Of Examination Request: 120

Total No. Of Admission Request: 120

CLICK TO SEE HOLIDAYS

3.108.109.78:8085/det/nodalofficer/nodalprincipalregistrationdetail

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In the Principal FTR List, there are two sections: the "Principal List" and the "Principal Record."

The screenshot displays the 'Directorate Of Employment & Training' web application interface. It features a dark blue sidebar with navigation icons and a main content area with a maroon header. The 'Principal List' section contains search filters for 'From Date', 'To Date', 'District', 'ITI Type', 'Principal Registration No.', 'Principal Name', and 'Workflow Status'. A 'Search' button is located at the bottom right of this section. The 'Principal Record' section displays a table with the following data:

Principal Reg No	Principal Name	ITI Type	Status	Action
2	Tripalthi pRINCIPAL KUMAR	Govt	Registration approved by superadmin	
5	kuamr principal ranjan	Govt	Registration forward by nodal officer to dethq super admin	

Process Flow

In the Principal Record, the Nodal Officer will select the application ID, check the corresponding checkbox, add a remark, and then click on "Forward" to send the application to the DET HQ Super Admin.

Directorate Of Employment & Training

<input type="checkbox"/>	9	pranayll kumar mishra	Pvt	Principal self registration			
<input type="checkbox"/>	10	h k n	Pvt	Principal self registration			
<input type="checkbox"/>		Tripalathi pRINCIPAL KUMAR	Govt	Principal self registration			
<input type="checkbox"/>		Tripalathi pRINCIPAL KUMAR	Govt	Principal self registration			
<input type="checkbox"/>	29	pranay kumar mishra	Pvt	Principal self registration			
<input checked="" type="checkbox"/>	56	Tripalathi pRINCIPAL KUMAR	Govt	Principal self registration			

Remarks

Approve

Forward

Click here to check the checkbox

Write a remark here

Click on forward to forward the application to super admin

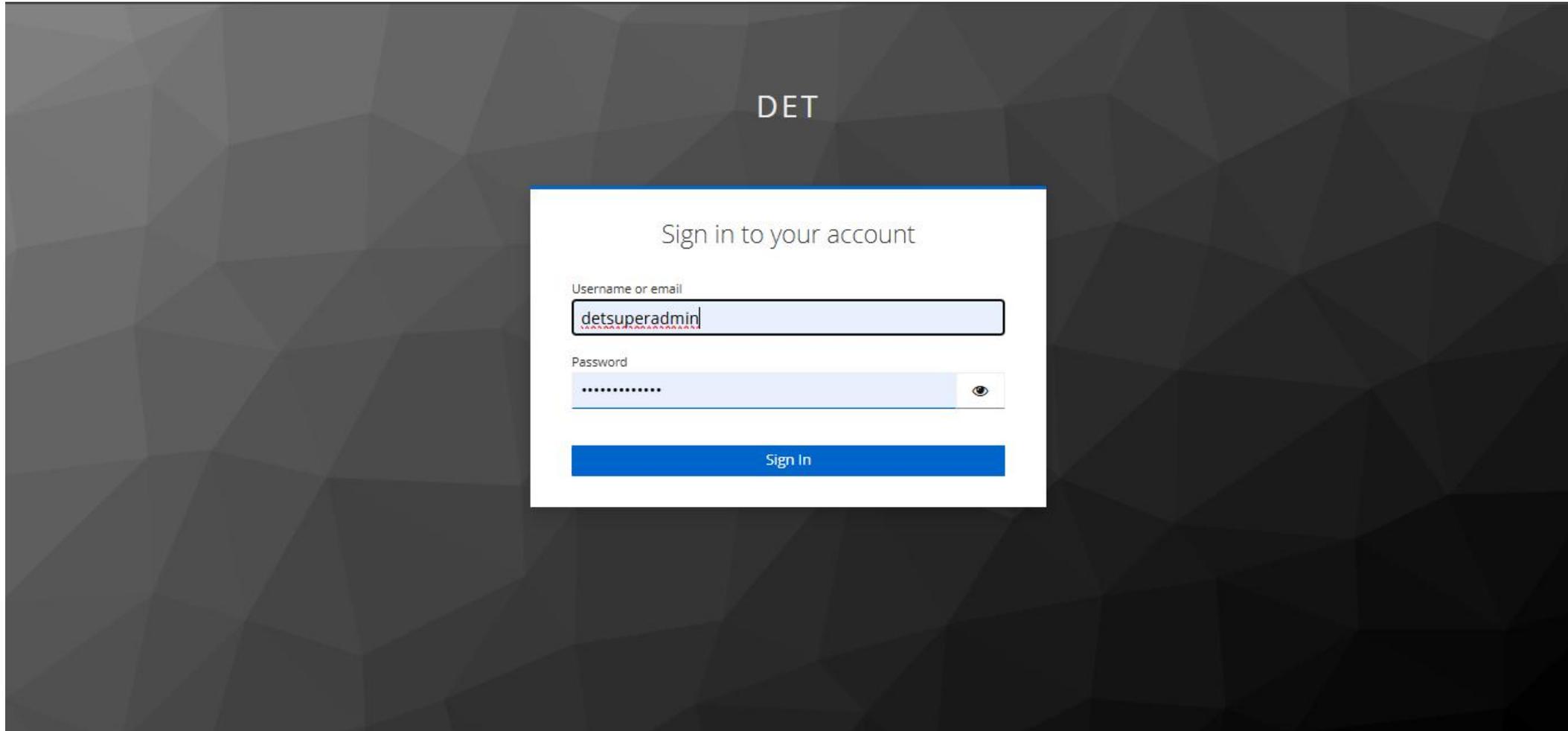
After clicking on "Forward," a pop-up message will appear confirming that the registration has been forwarded successfully.

The screenshot displays a web application interface for the Directorate of Employment & Training. At the top, a navigation bar includes the organization's name and a user profile dropdown menu with options for 'PRINCIPAL' and 'NODAL_OFFICER'. A central pop-up message box, titled '3.108.109.78:8085 says', contains the text 'Registration has been forwarded successfully' and an 'OK' button. Below this, the 'Principal List' section features a search form with fields for 'From Date' (dd-mm-yyyy), 'To Date', 'District' (-Select-), 'ITI Type' (-Select-), 'Principal Registration No.', 'Principal Name', and 'Workflow Status' (-Select-), along with a 'Search' button. The 'Principal Record' section below shows a table with the following data:

Principal Reg No	Principal Name	ITI Type	Status	Action
2	Tripalathi pRINCIPAL KUMAR	Govt	Registration approved by superadmin	

A blue callout box with an arrow pointing to the pop-up message contains the text: 'This pop up will generate confirming registration has been forwarded successfully'.

Once the Nodal Officer forwards the application, the DET Super Admin will need to approve it. To do this, they must log in as the DET Super Admin.



The screenshot displays a login interface for the DET system. At the top center, the text "DET" is visible. Below it, a white sign-in form is centered on a dark, geometric-patterned background. The form contains the following elements:

- The heading "Sign in to your account".
- A label "Username or email" above a text input field containing the text "detsuperadmin".
- A label "Password" above a password input field filled with dots, with a visibility toggle icon (an eye) to its right.
- A blue "Sign In" button at the bottom of the form.

In the DET Super Admin Dashboard, on the left sidebar, click on the "Principal Registration List" to view all the principals that have been registered and verified by the Nodal Officer

The screenshot displays the DET Super Admin Dashboard. The top header is dark red with the text "Directorate Of Employment & Training" and a notification icon. The left sidebar is dark blue and contains a user profile icon at the top, followed by menu items: "Dashboard", "User Management", "Principal Registration List", "ITI Registration List", "Faculty Registration List", "Grievance", and "Sign Out". A blue callout box with the text "Click here" and an arrow points to the "Principal Registration List" menu item. The main content area features three white summary cards: "Total No. of ITI Registration Request" with the value 120, "Total No. Principal Registration Request" with the value 120, and "Total No. of Faculty Registration Request" with the value 120. To the right of these cards is a calendar for December 2024, showing the 16th as a Monday holiday. The bottom of the dashboard has a dark blue footer with the text "© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd".

In the Principal Registration List, the DET Super Admin will select the principal they want to approve or reject, add a remark, and then choose either "Approve" or "Reject".

The screenshot shows a web application interface for the Directorate Of Employment & Training. It features a table with columns for ID, Name, Status, Remarks, and Action. The table contains several rows of principal registration data. A blue callout box points to a checked checkbox in the first column of the row for 'Tripathi pRINCIPAL KUMAR'. Another blue callout box points to the 'Approve' button at the bottom right of the interface. A third blue callout box points to a text input field labeled 'Remarks*' containing the word 'Approve'. The interface also includes a sidebar with navigation icons and a top header with a logo and title.

ID	Name	Status	Remarks	Action	
51	akash kumar	Pvt	Registration approved by superadmin	View, Expand	
52	Rajesh Kumar	Pvt	Principal self registration	View, Expand	
	amit kumar	Govt	Principal self registration	View, Expand	
55	prasad kumar	Govt	Registration approved by superadmin	View, Expand	
<input checked="" type="checkbox"/>	56	Tripathi pRINCIPAL KUMAR	Govt	Registration forward by nodal officer to dethq super admin	Refresh, Cancel, View, Expand
57	damodar kumar	Govt	Registration approved by superadmin	View, Expand	

Remarks*

Approve

Approve Reject

Write a remark here

Click on Approve to approve the application

Click here to check the checkbox

Once the application is approved, a pop-up will appear confirming that the registration has been approved successfully, meaning the principal has been successfully registered.

The screenshot displays a web application interface for the Directorate of Employment & Training. A yellow pop-up message is overlaid on the page, stating "3.108.109.78:8085 says Registration has been approved successfully" with an "OK" button. A blue callout box points to the "OK" button with the text "This pop up will generate confirming registration has been approved successfully". Below the pop-up is a "Principal List" form with fields for "From Date", "To Date", "District", "ITI Type", "Principal Registration No.", "Principal Name", and "Workflow Status". A "Search" button is located at the bottom right of the form. Below the form is a "Principal Record" table with the following data:

Principal Reg No	Principal Name	ITI Type	Status	Action
1	bahagal pur iti	Govt	Registration approved by superadmin	
2	Tripalathi pRINCIPAL KUMAR	Govt	Registration approved by superadmin	



Important Link

Important Portal Link (Permanent)

➤ **Index/Home Page of Directorate:** <https://det.bihar.gov.in/index.html>

