

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

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



**TATATECH-INCHARGE**

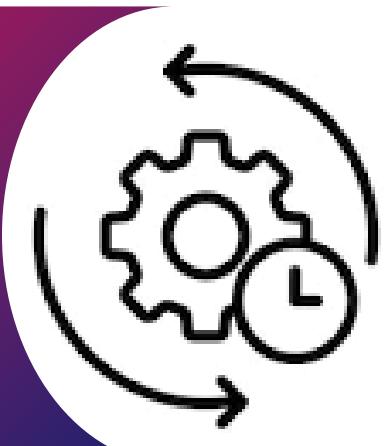
# Overview



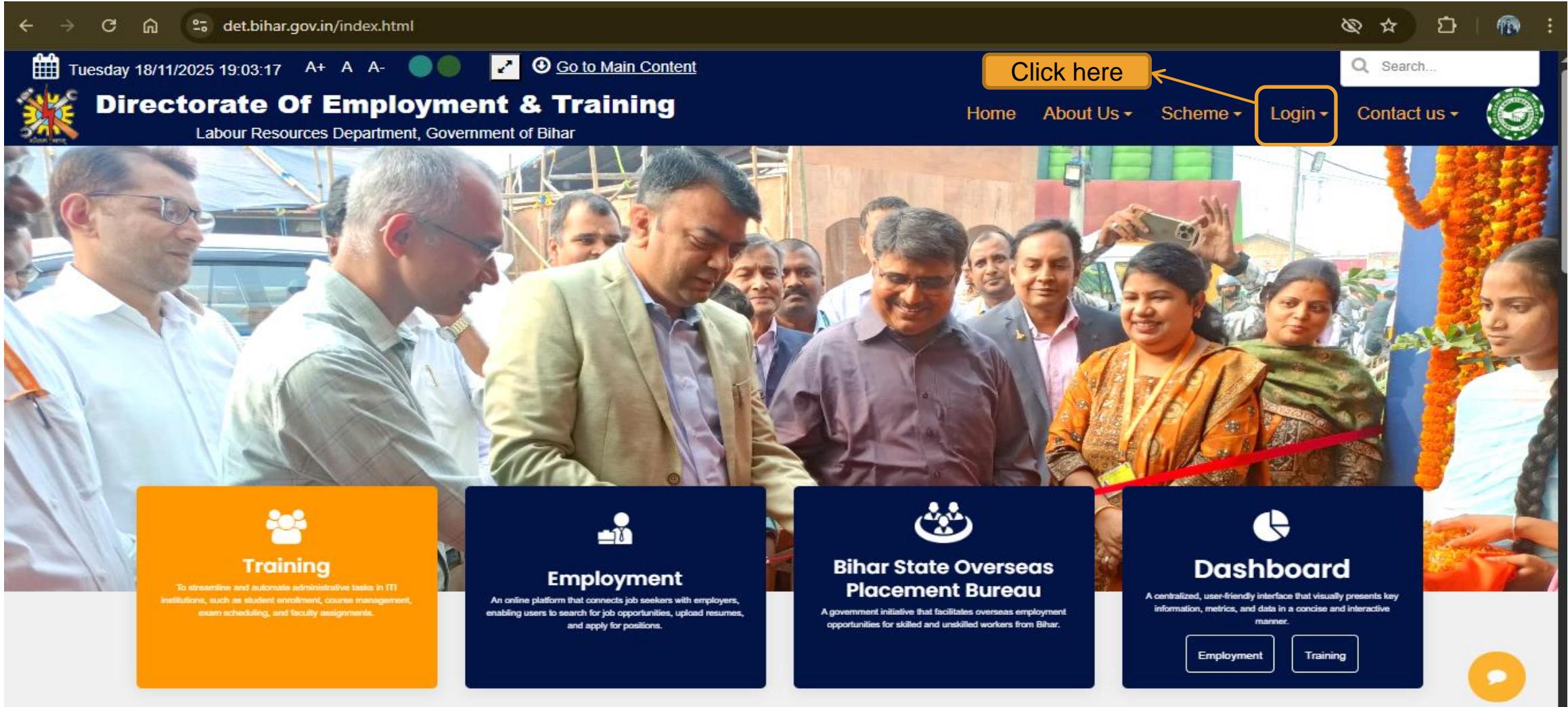
## TataTech Incharge Creation And Work Responsibilities:

- **Creation Process TataTech Incharge :**
  - Login with ITI Admin credentials, register the faculty, await Principal's approval, and then wait for Headquarters approval before proceeding
  - Go to Faculty List and assign as TataTech Incharge. Await final approval from Principal
- **Responsibilities After Credential Activation**
  1. **Trade Selection**
    - Choose available trades in ITI
    - Update trade entries
  2. **Admission Enrollment**
    - Manage student admissions
  3. **Examination Form**
    - Fill out the examination form with selected subjects
  4. **Admit Card Generation**
    - Generate admit card for the student and provide access to download or print the admit card.
  5. **C-Form Management**
    - View final results and mark list respond to or verify the mark list as required.
  6. **Certificate Generation**
    - Issue **Provisional Certificate** upon result declaration.
    - Issue **Original Certificate** after final verification and approval.

# Process flow



First open [det.bihar.gov.in](http://det.bihar.gov.in) this is your home page ,then click in Login



det.bihar.gov.in/index.html

Tuesday 18/11/2025 19:03:17 A+ A A- Go to Main Content

**Directorate Of Employment & Training**  
Labour Resources Department, Government of Bihar

Click here

Home About Us Scheme Login Contact us

**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.

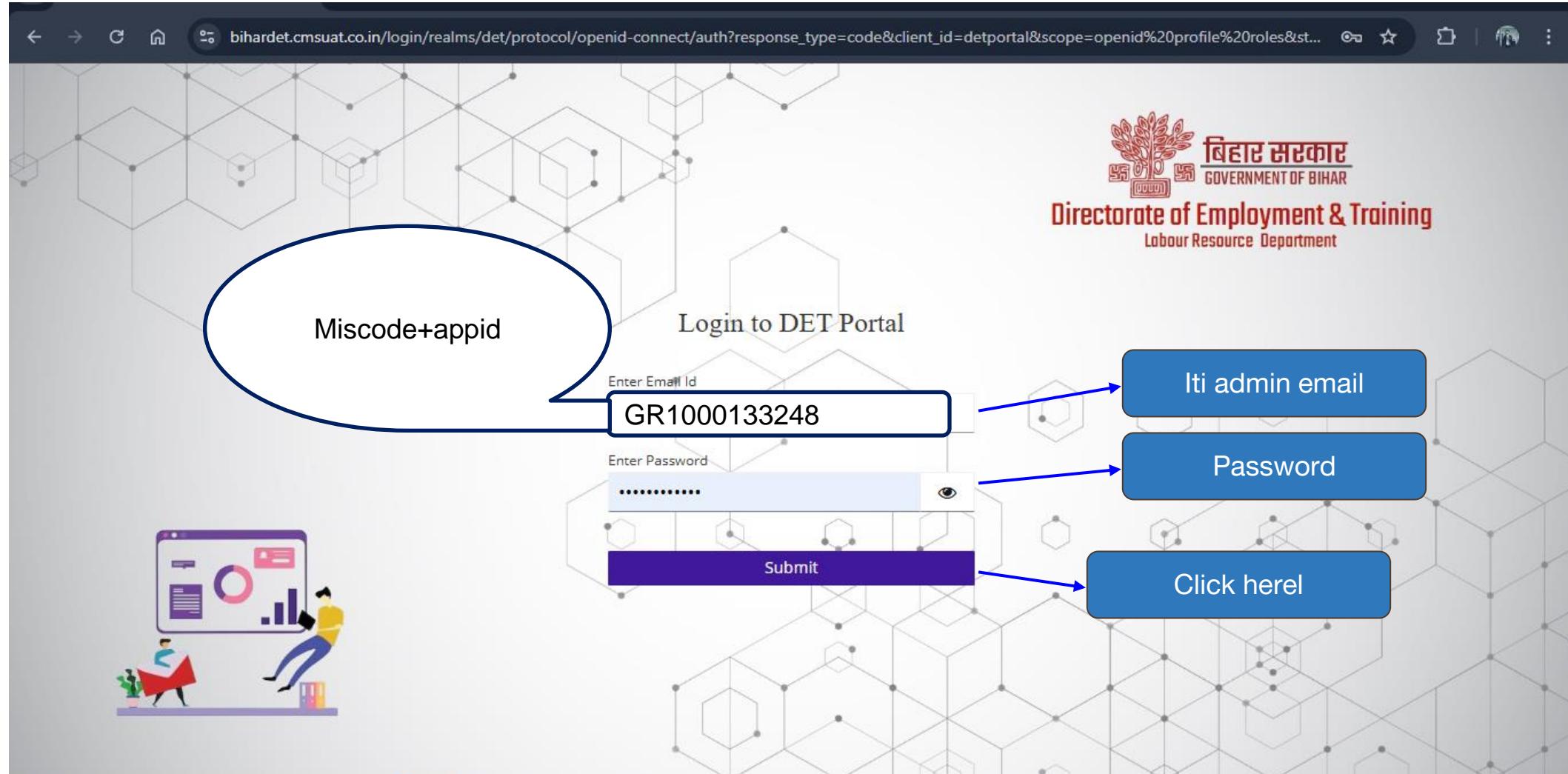
**Bihar State Overseas Placement Bureau**  
A government initiative that facilitates overseas employment opportunities for skilled and unskilled workers from Bihar.

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

Employment Training

CMS SIMPLIFYING LIFE

After clicking 'Login', the login page will open. Enter your Username and Password to proceed.



# Process Flow



Once you log in, your dashboard will appear. Click the toggle button to proceed.



The screenshot shows a dashboard for the Directorate of Employment & Training. On the left, a sidebar menu is visible with icons for Home, About, Services, News, Events, and Help. A 'Click here' button is highlighted with a blue box and arrow. The main area features a bar chart showing data for the week, with values ranging from 18 to 82. To the right of the chart is a donut chart. On the far right, a calendar for November 2025 is displayed, showing the 19th as a Wednesday with a note 'CLICK TO SEE 19 HOLIDAYS'.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Click here

CLICK TO SEE 19 HOLIDAYS

WEDNESDAY NOVEMBER/2025

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# Process Flow



After clicking the toggle, the full menu will appear. First, select 'User Management' choose faculty Registration

The screenshot shows the DET website interface. A blue box highlights the three-line menu icon in the top right corner. A blue box with the text 'Click here' is placed over the 'User Management' menu item in the sidebar. A blue box with the text 'Click here' is placed over the 'Faculty Registration' link under the 'User Management' menu. The sidebar also lists 'Dashboard', 'Institutional Profile', 'Assets/Inventory', 'ITI Grading', and 'Change Password'. The main content area is mostly empty. A calendar in the top right shows the month of June 2024, with a red box highlighting June 5th and the text 'CLICK TO SEE 5 WEDNESDAY JUNE/2024 HOLIDAYS'. The footer contains the CMS logo and the text '© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd'.

# Process Flow



After clicking the toggle, the full menu will appear. Select 'User Management', then choose 'Faculty Registration'. Fill in all required fields accurately and click 'Submit'

Directorate Of Employment & Training

### Faculty Registration

Faculty Type \* Non-Teaching

Employee First Name \* Subh

Mobile No \* 9471095348

E-mail Id \* nonteaching@gmail.com

Aadhaar No. \* 324325344565

Employee Id

Employee Middle Name Enter Middle Name

Designation Clerk

Employee Last Name Mishra

OTP will expire in 4:10

Resend 921032

Resend 123456

Validate Aadhaar 123456

Verified

Verified

Verify

Submit

Click here

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After successful registration, an Application ID (App ID) will be generated and displayed.

Directorate Of Employment & Training

det.bihar.gov.in says

Faculty has been registered successfully and Faculty Id is 24

OK

Faculty Registration

Faculty Type \*

Employee Id

Designation

Employee First Name \*

Employee Middle Name

Employee 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

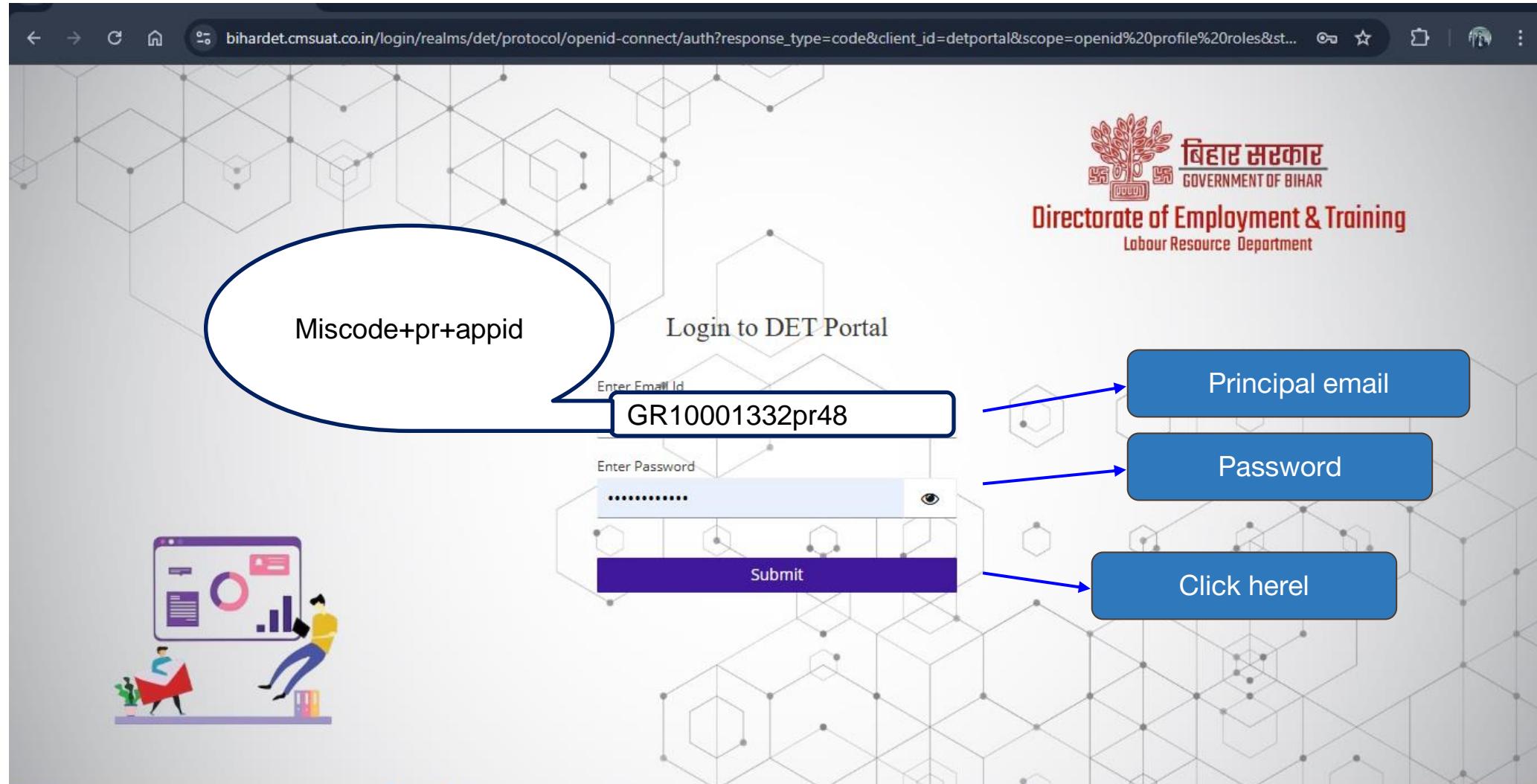
Submit

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# Process Flow



After submitting the Faculty Registration form, log in as Principal to proceed with the next steps.



# Process Flow



After successful login as Principal, select 'Faculty Registration List' to view and manage registered faculty records.

Directorate Of Employment & Training

CLICK TO SEE 5  
WEDNESDAY JUNE/2024 HOLIDAYS

Click here

Dashboard

Faculty Registration List

Admission Enroll List

Academic Curriculum

Sessional Marks & Attendance List

Examination Enrollment

Faculty Unit Mapping

Attendance Application

Total No. Of Admission Request 120

Total No. Of Sessional Marks & Attendance Request 120

Friday 30/05/2025 14:23:21

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## Process Flow



In the Faculty Registration List, select the record you created. Enter your remarks and click 'Forward' to submit. Then, wait for Headquarters approval to complete the process.

Directorate Of Employment & Training

Faculty Records

	Faculty Reg No	Faculty Type	Employee Id	Designation	ITI Name	MIS Code	District
	7	Teaching		Instructor	ITI SITAMARHI	GR10000046	SITAMARHI
	8	Teaching		Group Instructor	ITI SITAMARHI	GR10000046	SITAMARHI
<input checked="" type="checkbox"/>	24	Non-Teaching		Clerk	ITI SITAMARHI	GR10000046	SITAMARHI

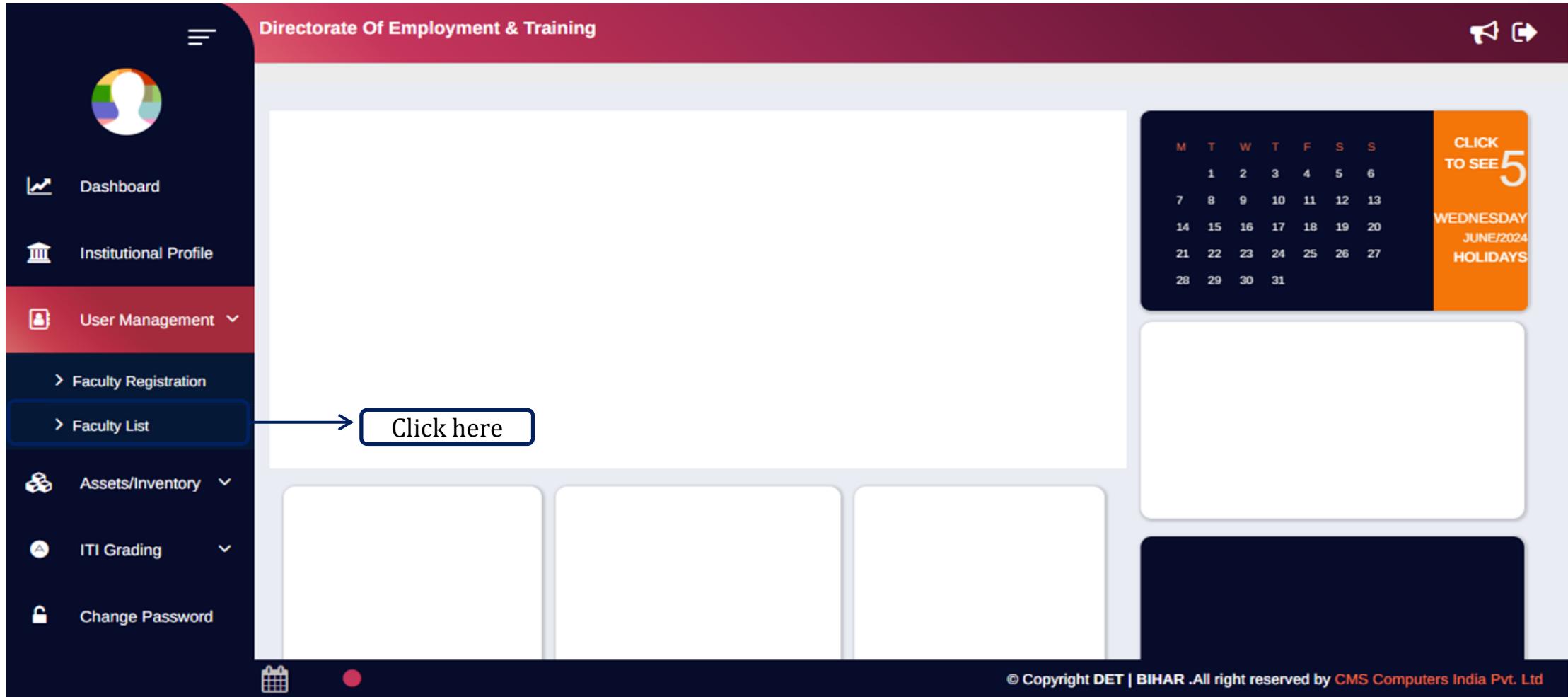
Remarks \*

Okay

**Forward** **Send back** **Click here**

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Once Headquarters approval is complete, select 'Faculty List' to view the finalized faculty records



Directorate Of Employment & Training

CLICK TO SEE 5 WEDNESDAY JUNE/2024 HOLIDAYS

Dashboard

Institutional Profile

User Management

Faculty Registration

Faculty List

Assets/Inventory

ITI Grading

Change Password

Click here

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On this page, select 'Assign Role' and choose the user to whom you want to assign a role.

Directorate Of Employment & Training

Faculty Type  Employee's Name

Designation

**Faculty List**

SI 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	Aishvarya Singh	6207152099	Groupinstructor@gmail.com	Approved by Superadmin	
3	Non-Teaching	Subh Mishra	9471095348	nonteaching@gmail.com	Approved by Superadmin	

Click here

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## Process Flow



After clicking 'Assign Role', grant access to the user you wish to designate as TataTech Incharge. Then, click 'Save Role Mapping' to finalize the assignment. Once saved, log in as TataTech Incharge to proceed with the next steps.

Directorate Of Employment & Training

Logged in as : itiforbesganj@gmail.com  

**Role Assignment**

Faculty Type	Employee Id	Designation
Teaching	12345	Instructor
Employee First Name	Employee Middle Name	Employee Last Name
madhav		jha

**User Role Mapping Details**

Role Name	Assigned Role	Grant Access
INSTRUCTOR		<input type="checkbox"/>
CHIEF_INSTRUCTOR		<input type="checkbox"/>
ADMISSION_INCHARGE		<input type="checkbox"/>
TATATECH_INCHARGE	TATATECH_INCHARGE	<input checked="" type="checkbox"/>

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Simplifying Life

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After clicking 'Save Role Mapping', a confirmation popup will appear stating 'Role Mapped Successfully'

Directorate Of Employment & Training

bihardet/cmsuat.co.in says

Role has been mapped successfully

OK

Logged in as : itiforbesganj@gmail.com

Role Assignment

Faculty Type

Teaching

Employee First Name

madhav

Employee Middle Name

12345

Employee Last Name

jha

Designation

Instructor

User Role Mapping Details

Role Name	Assigned Role	Grant Access
INSTRUCTOR		<input type="checkbox"/>
CHIEF_INSTRUCTOR		<input type="checkbox"/>
ADMISSION_INCHARGE		<input type="checkbox"/>
TATATECH_INCHARGE	TATATECH_INCHARGE	<input checked="" type="checkbox"/>

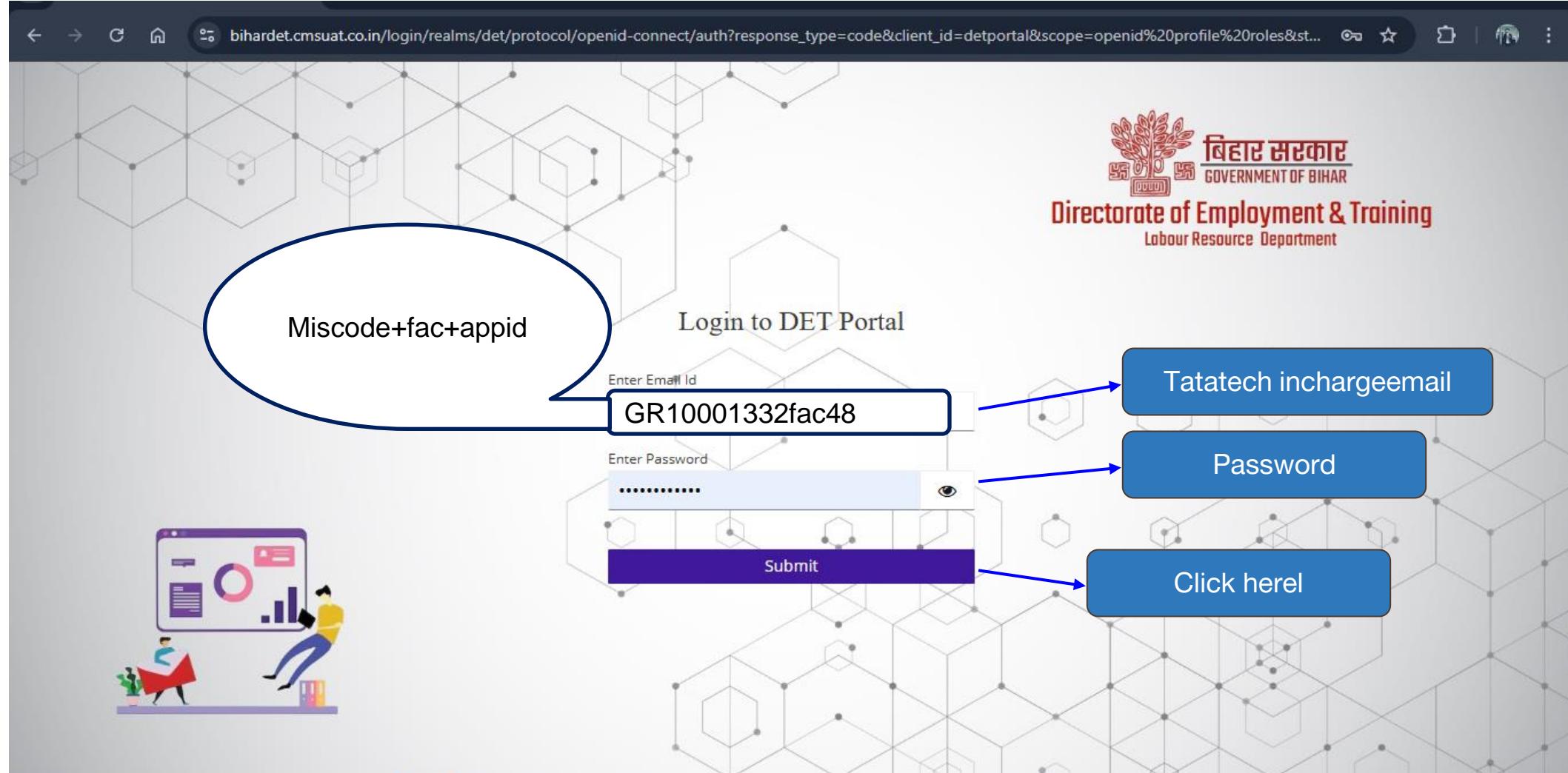
Save Role Mapping

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# Process Flow



After clicking 'Login' as Training, the next page will open. Please enter your username and password.



# Process Flow



Once you log in, your dashboard will appear. Click the toggle button to proceed.



The screenshot shows a dashboard for the Directorate of Employment & Training. On the left, a sidebar menu is visible with icons for Home, About, Services, News, Events, and Help. A 'Click here' button is highlighted with a blue box and arrow. The main area features a bar chart showing data for the week, with values ranging from 18 to 82. To the right of the chart is a donut chart. On the far right, a calendar for November 2025 is displayed, showing the 19th as a Wednesday with a note 'CLICK TO SEE 19 HOLIDAYS'.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Click here

CLICK TO SEE 19 HOLIDAYS

WEDNESDAY NOVEMBER/2025

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# Process Flow



After clicking the toggle, the full menu will appear. First, select 'Trade Selection' under your ITI section.

The screenshot shows the DET website interface. On the left, a dark sidebar menu includes 'Dashboard', 'Trade' (with 'Trade Selection' highlighted in blue), 'Admission Enroll', 'Examination', 'C-Form', and 'Admit Card'. The main content area features a bar chart with data for Monday through Sunday, a large blue donut chart, and a calendar for November 2025. A blue callout box with the text 'Click here' points to the 'Trade Selection' menu item in the sidebar.

Directorate Of Employment & Training

Logged in as : gr10001352fac38

CLICK TO SEE 18

TUESDAY NOVEMBER/2025 HOLIDAYS

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## Process Flow



After selecting 'Trade Selection', choose the Year Session, Academic Session, and the Trade available in your ITI.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Trade selection details

ITI Name \* ITI FORBESGANJ

ITI Code \* SCVT001

Year Session \* 2025-2026

Academic Session \* Aug-Oct

Trade \* Jr. Product designer-Generic

Submit Reset

Click here

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## Process Flow



After selecting the trade and clicking 'Submit', the trade will be saved and a confirmation popup will appear stating 'Trade saved successfully'.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

TECH\_INCHARGE

OK

Trade Selection List

10 Entries per page

ITI Name	ITI Code	Year	Academic Session	Action
ITI FORBESGANJ	SCVT001	2025-2026	Aug-Oct	
ITI FORBESGANJ	SCVT001	2025-2026	Apr-Jun	

Showing 1 to 2 of 2 entries

« < 1 > »

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# Process Flow



After saving the trade successfully, click on the selected trade to view or update it if needed.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Entries per page: 10

ITI Name	ITI Code	Year	Academic Session	Action
ITI FORBESGANJ	SCVT001	2025-2026	Aug-Oct	
ITI FORBESGANJ	SCVT001	2025-2026	Apr-Jun	

Showing 1 to 2 of 2 entries

Click here

Click here

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# Process Flow



After successfully saving the trade, click on 'Admission Enroll' and select 'Create New' to begin student admission. Fill in all the required fields accurately.

Click here

Directorate Of Employment & Training

Logged in as : gr10001352fac38

TATA TECH\_INCHARGE

Tata Tech Student Enrolment Form

Trainee Name \* Father's / Guardian Name \* Mother's Name \* Upload Photo \*

Enter first name Father's / Guardian Name Mother's Name Click to upload  
Size should be smaller than 50KB Only Accept JPEG /JPG

Gender \* Date of Birth \* Highest Qualification \*

-Select- dd-mm-yyyy -Select-

Minority Category \* Category \* Economically Weaker Section \* Marital Status \*

-Select- -Select- -Select- -Select-

ITI Name \* ITI Code \* Year Session \* Academic Session \*

ITI SHEOHAR SCVT056 -Select- -Select-

Trade \* Aadhaar No \* Mobile No \* Email ID \*

-Select- Enter Aadhaar No Enter Mobile No Enter Mail ID

10th Certificate 10th Marksheet \*

Choose File No fil...osen Choose File No fil...osen

Submit Reset

Click here

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# Process Flow



After filling in all the fields, click 'Submit'. A popup will appear confirming 'Submitted successfully' along with the Application ID.

**Directorate Of Employment & Training**

**Tata Tech Student Enrolment Form**

**bihardet.cmsuat.co.in says**  
Student details has been submitted successfully with application Id : 24

**OK**

**Trainee Name \***  Enter first name   **Father's Name \***  Father's / Guardian Name   **Mother's Name**   
**Gender \***  -Select-   **Date of Birth \***  dd-mm-yyyy   **Highest Qualification \***  -Select-  
**Minority Category \***  -Select-   **Category \***  -Select-   **Economically Weaker Section \***  -Select-   **Marital Status \***  -Select-  
**ITI Name \***  ITI FORBESGANJ   **ITI Code \***  SCVT001   **Year Session \***  -Select-   **Academic Session \***  -Select-  
**Trade \***    **Aadhaar No \***  Enter Aadhaar No   **Mobile No \***  Enter Mobile No   **Email ID \***  Enter Mail ID  
**10th Certificate**  Choose File   **10th Marksheets \***  Choose File  
**Upload Photo \***  Click to upload  
Size should be smaller than 50KB  
Only Accept JPEG/JPG  
**Submit** **Reset**

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# Process Flow



After successfully submitting the student details, go to the 'Student List' to view the entry if needed.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Dashboard

Trade

Admission Enroll

>Create New

List

Examination

Examination List

C-Form

Admit Card

Tata Tech Trainee List

10 Entries per page

Of Birth	Father's Name	Mother's Name	Year Session	Academic Session	Trade	Action
3-1995	Ashish Trivedi	Maya	2025-2026	Apr - Jun	Battery Electric Vehicle Jr.Technician	
3-2001	abc	abcd	2025-2026	Aug - Oct	Jr. Product designer-Generic	

« Previous 1 Next »

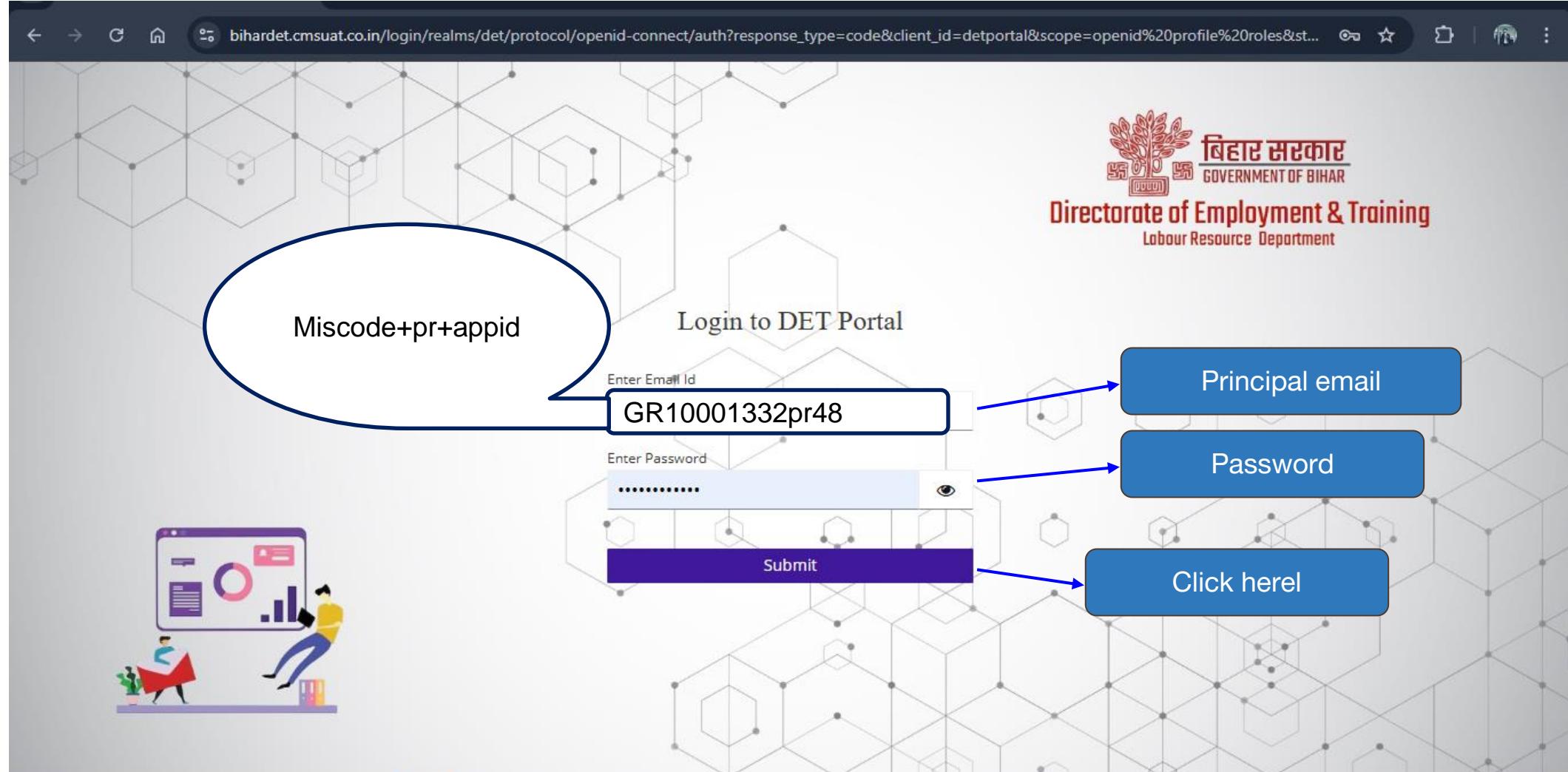
Click here

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# Process Flow



After submitting the admission enrollment, go to 'Principal Credentials' and log in as Principal to proceed.



# Process Flow



When you open the Principal login, select 'Tata Tech Master', then choose 'Trainee Admission List'. Select the student, add remarks, and click 'Submit' to finalize the admission.

Directorate Of Employment & Training

Logged in as : sinhaabhay7@gmail.com

Search

**Tata Tech Examination Trainee List**

ID Roll No	Name	Father's Name	Mother's Name	Trade	Session Year	Gender	DOB	Theory	Practical	Action
<input checked="" type="checkbox"/> 24 R25OCT001591700001	abcd	abc	abcd	Jr. Product designer-Generic	2025-2026	Male	2001-03-14	Regular	Regular	Submit

Remarks\*

ok

Submit

Click here

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# Process Flow



Once admission is completed and the examination cutoff is finalized, go to the 'Examination List'. Search for the student, fill in the examination form with subjects, add remarks, and click 'Submit'.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Year Session: 2025-2026 | Academic Session: Aug-Oct | Trade: Jr. Product designer-Generic

**Tata Tech Exam Trainee List**

**Tata Tech Examination Trainee List**

ID	Roll No	Name	Birth	Name	Name	Trade	Session Year	Gender	Theory	
24	R25OCT001591700001	abcd	2001-03-14	abc	abcd	Jr. Product designer-Generic	Aug - Oct	2025-2026	Male	-Select-

Remarks \*

Click here

Search

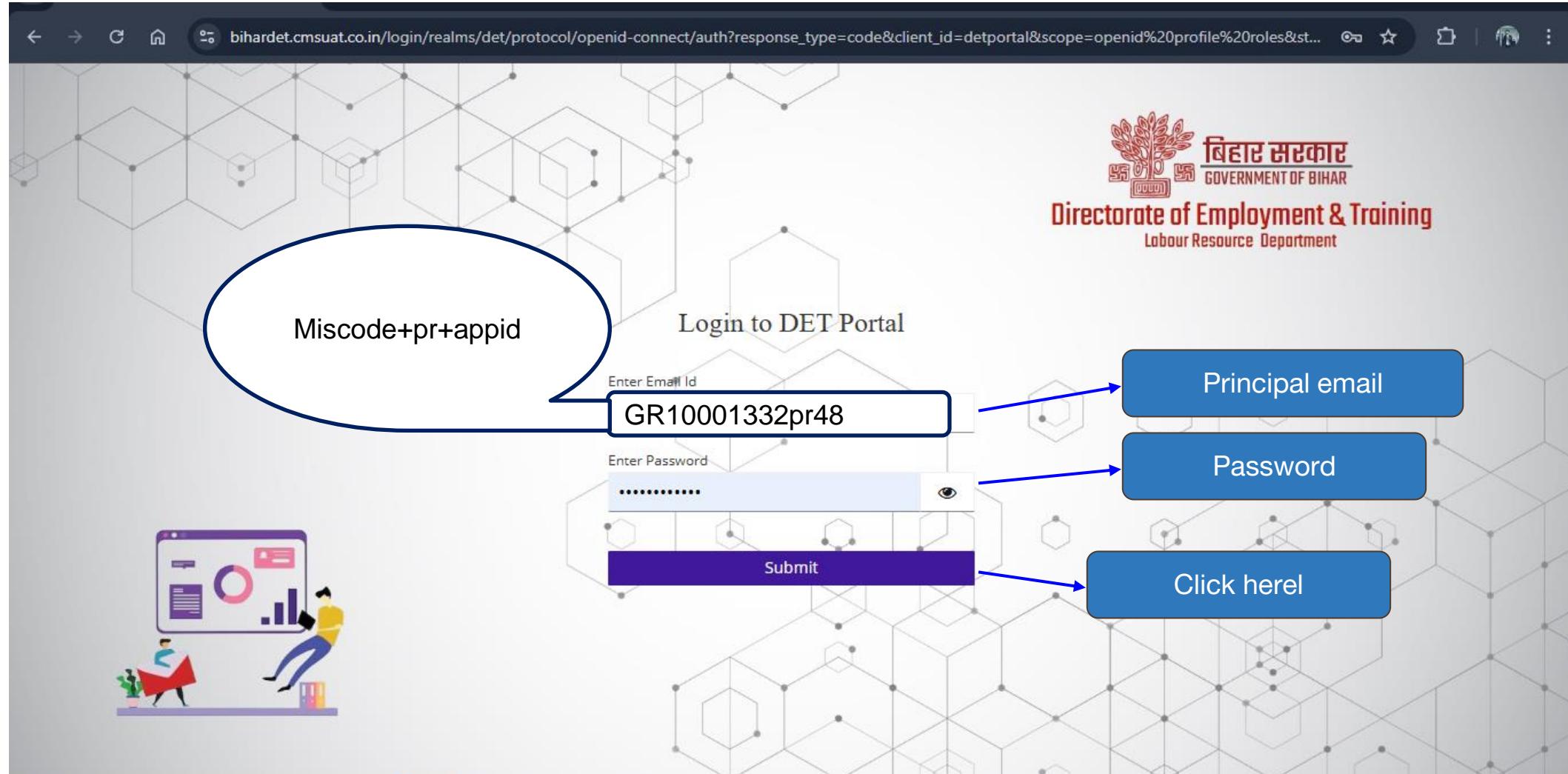
Click here

Submit

Click here

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After submitting the examination form, log in through the 'Principal' section to continue.



When logged in as Principal, open 'Tata Tech Master' and select 'Trainee Examination List'. Choose the student, add remarks, and click 'Submit' to finalize the student's examination entry

- [Grievance](#)
- [Approved Campus Place](#)
- [Placement Details](#)
- [Tata Tech Master](#)
  - [Trainee Admission List](#)
  - [Trainee Examination List](#)
  - [Trainee C-Form List](#)
- [Capacity Building](#)
- [Theory Marks](#)
- [Change Password](#)

Directorate Of Employment & Training

Logged in as : sinhaabhay7@gmail.com

Tata Tech Examination Trainee List

<input checked="" type="checkbox"/> ID Roll No	Name	Father's Name	Mother's Name	Trade	Session Year	Gender DOB	Theory Pratical Action
24 R25OCT001591700001	abcd	abc	abcd	Jr. Product designer-Generic	2025-2026	Male 2001-03-14	Regular Regular Submit

Remarks\*  
ok

Click here

# Process Flow



Once the examination cutoff is completed, click on 'Admit Card' to generate admit cards for all students.

Directorate Of Employment & Training

Logged in as : gr10001352fac38

CLICK TO SEE 18  
TUESDAY  
NOVEMBER/2025  
HOLIDAYS

Dashboard

Trade

Trade Selection

Trade List

Admission Enroll

Examination

C-Form

Admit Card

Click here

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# Process Flow



Once the examination is completed and the cutoff for the C-Form is finalized, select 'C-Form' and proceed to choose the appropriate form.

The screenshot shows the DET dashboard with the following elements:

- Left Sidebar:** Includes links for Dashboard, Trade, Admission Enroll, Examination, C-Form (selected), Admit Card, and Certificate.
- Top Bar:** Displays "Directorate Of Employment & Training", the user's login information ("Logged in as : gr10000045fac39"), and navigation icons.
- Central Area:** Features a bar chart showing scores for Monday (M), Tuesday (T), Wednesday (W), Thursday (T), Friday (F), Saturday (S), and Sunday (S). A donut chart is also present.
- Right Area:** Includes a calendar for November 2025 with a callout for "CLICK TO SEE 19 WEDNESDAY NOVEMBER/2025 HOLIDAYS".
- Bottom:** A large button labeled "Click here" with an arrow pointing to the "C-Form" link in the sidebar.
- Footer:** Copyright notice: "© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd"

# Process Flow



In the C-Form section, select the Year Session, Academic Session, and Trade. Once these fields are filled, click 'Search' to view student details. You can then edit each student's record to enter the necessary marks.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Tata Tech C Form Trainee List

Year Session: 2025-2026 | Academic Session: Aug-Oct | Trade: Jr. Product designer-Generic

Search

Click here

Tata Tech C Form Trainee List

Roll No	Trainee Name	Gender	Date of Birth	Father's Name	Mother's Name	Year Session	Academic Session	Trade Name	Trade Code	Action
R25OCT001591700001	abcd	Male	2001-03-14	abc	abcd	2025-2026	Aug - Oct	Jr. Product designer-Generic	5917	

Click here

# Process Flow



This is the stage where you must enter details such as Theory Marks and Practical Marks. After filling in the information, submit it to the Principal and wait for approval.

Directorate Of Employment & Training

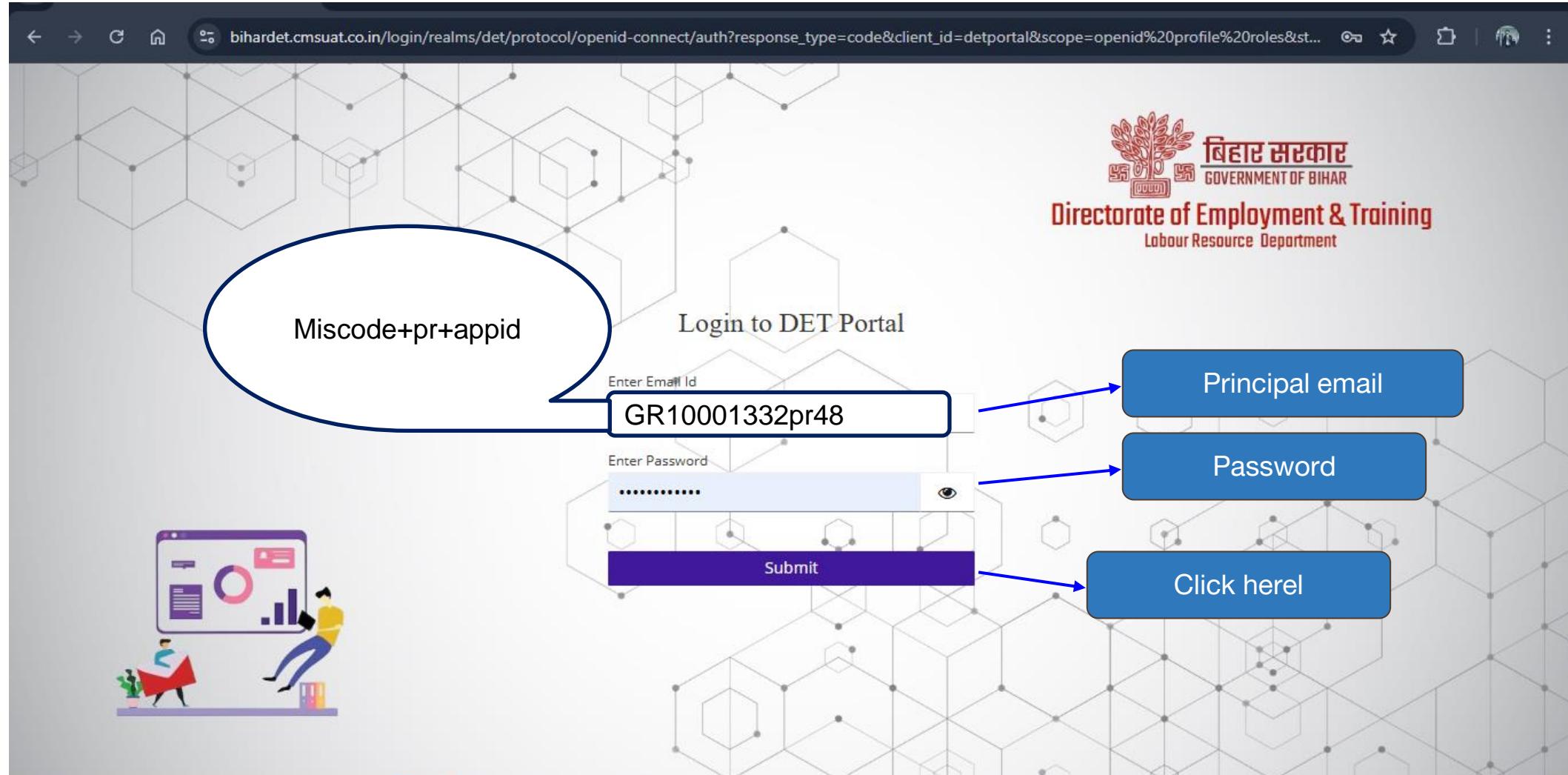
Logged in as : gr10000045fac39 TATATECH\_INCHARGE

Trainee ID *	Roll No *	Trainee Name *	Father's / Guardian Name *
24	R25OCT001591700001	abcd	abc
Mother's Name *	Gender *	Date of Birth *	ITI Name *
abcd	Male	14-03-2001	ITI FORBESGANJ
ITI Code *	Year Session *	Academic Session *	
SCVT001	2025-2026	Aug - Oct	
Trade *	Trade Code *		
Jr. Product designer-Generic	5917		
Training Period *	Appeared in Exam *	Theory Marks (Max 20) *	Practical Marks (Max 80) *
Enter Training Period	Select	0 - 20	0 - 80
Total Marks (100) *	Pass/Fail *	No. of Times Appeared in Previous *	Sl. No of Provisional Certificate
0 - 100	Select	Enter count	Enter Provisional Cert No
Sl. No of Original Certificate			
Enter Original Cert No			

Back Submit Click here

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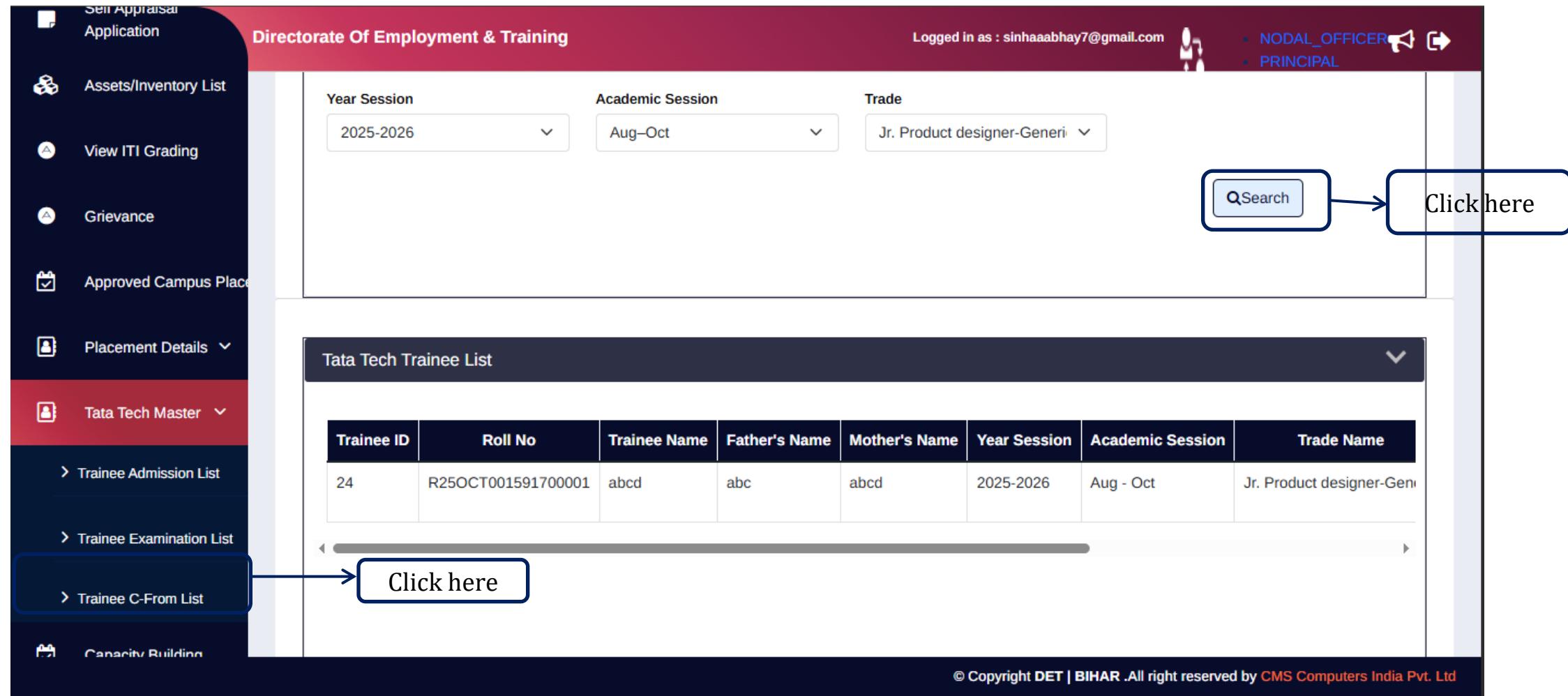
After submitting the C-Form, log in through the 'Principal' section to proceed with final approval.



# Process Flow



In the Principal login, go to 'Trainee C-Form List', search for the student, and approve the record to finalize the C-Form submission.



**Directorate Of Employment & Training**

Logged in as : sinhaaabhay7@gmail.com

• NODAL\_OFFICER  

• PRINCIPAL

Year Session: 2025-2026

Academic Session: Aug-Oct

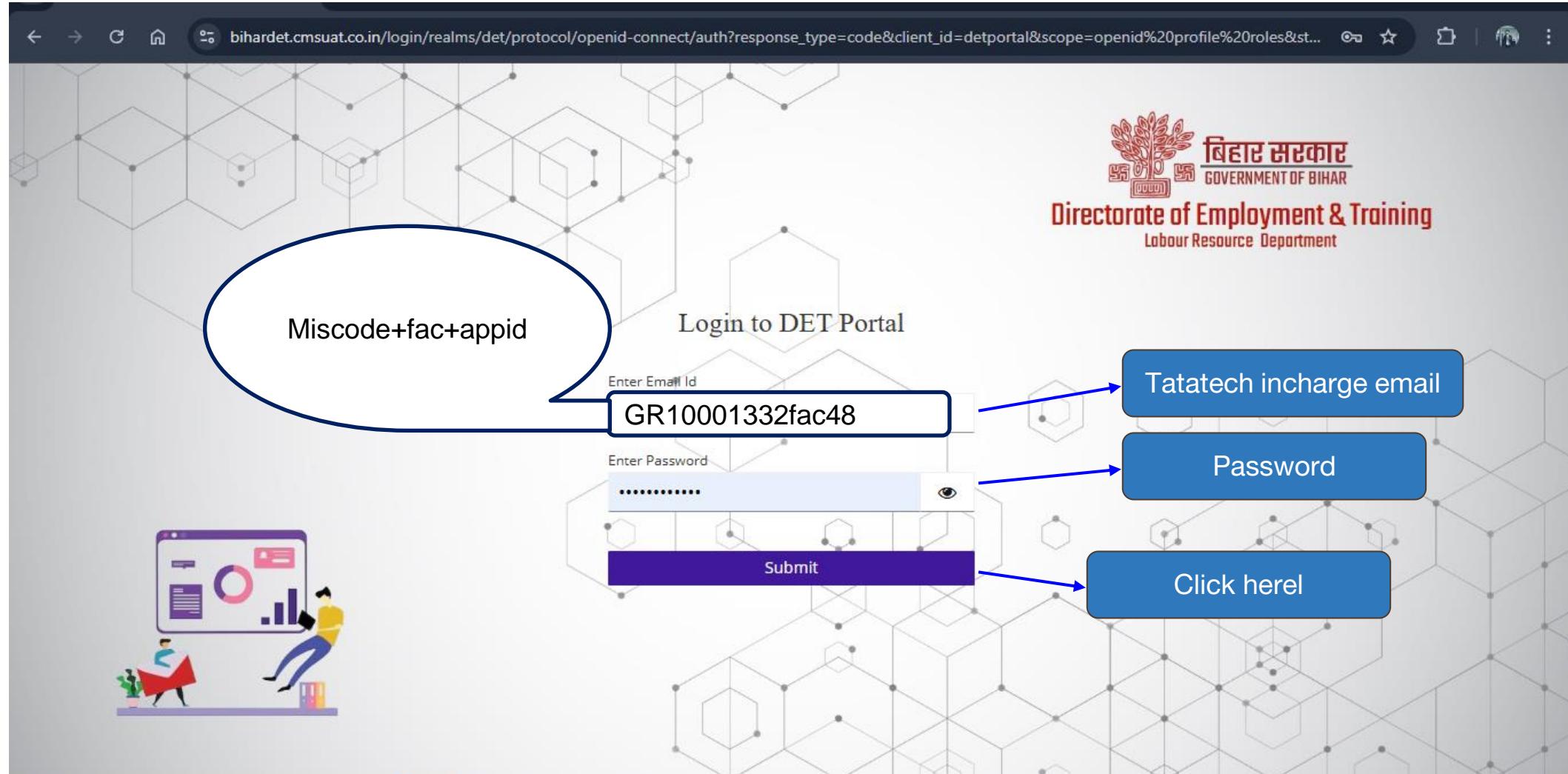
Trade: Jr. Product designer-General

**Tata Tech Trainee List**

Trainee ID	Roll No	Trainee Name	Father's Name	Mother's Name	Year Session	Academic Session	Trade Name
24	R25OCT001591700001	abcd	abc	abcd	2025-2026	Aug - Oct	Jr. Product designer-General

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After the Principal submits the C-Form, log in again as Tatatech Incharge to continue the process.



# Process Flow



Once the C-Form is completed and approved by the Principal, go to the 'Provisional Certificate Download' section. Enter the Application Number or Registration Number, search for the student, and download the certificate.

The screenshot shows the 'Directorate Of Employment & Training' website interface. The left sidebar has a dark blue background with white text and icons. The 'Certificate' section is highlighted in red and contains two sub-options: 'Provisional Certificate' and 'Original Certificate', both preceded by a right-pointing arrow. A blue arrow points from the 'Provisional Certificate' option to a blue button labeled 'Click here'.

The main content area has a red header bar with the text 'Directorate Of Employment & Training' and 'Logged in as : gr10000045fac39' along with user icons. Below the header, there are two search fields: 'Application Number' (containing '12345') and 'Registration Number' (empty). A 'Search' button with a magnifying glass icon is to the right of the registration number field.

A large table titled 'Admission Record' is displayed. It has columns for Application Number, Registration Number, Student Name, Father Name, DOB, ITI Name, Trade, and Action. The data in the table is as follows:

Application Number	Registration Number	Student Name	Father Name	DOB	ITI Name	Trade	Action
12345	REG12345	Madhav Jha	Mr. Jha	15-08-2005	Govt ITI Patna	Fitter	

An arrow points from the 'Action' column of the table to a blue button labeled 'Click here'.

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# Process Flow



After downloading the Provisional Certificate, proceed to the 'Original Certificate Download' section. Enter the Application Number or Registration Number, search for the student, and download the certificate—just like the previous step.

**Directorate Of Employment & Training**

Logged in as : gr10000045fac39

**Admission**

Application Number: 12345      Registration Number:

**Admission Record**

Application Number	Registration Number	Student Name	Father Name	DOB	ITI Name	Trade	Action
12345	REG12345	Madhav Jha	Mr. Jha	15-08-2005	Govt ITI Patna	Fitter	

**Click here**

**Click here**

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# Process Flow



To change your password, click on 'Change Password'. Enter your current password, then type the new password you want to set.

Directorate Of Employment & Training

Logged in as : gr10000045fac39

Dashboard

Trade

Admission Enroll

Examination

C-Form

Admit Card

Certificate

Change Password

Change Password

Enter Old Password

Enter New Password

Confirm New Password

Click here

Click here

Submit

Clear

• 8-16 characters  
• At least one uppercase letter (A-Z)  
• At least one lowercase letter (a-z)  
• At least one number (0-9)  
• At least one special character (@ \$ ! % \* ? &)

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# Important Link

## Important Portal Link (Permanent)

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



Thank you