



Council for Technical Education and Vocational Training

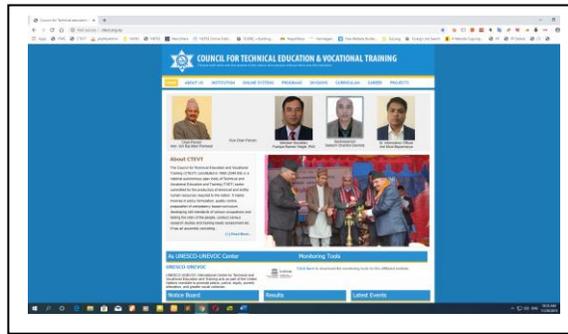
Office of The Controller of Examinations

Sanothimi, Bhaktapur

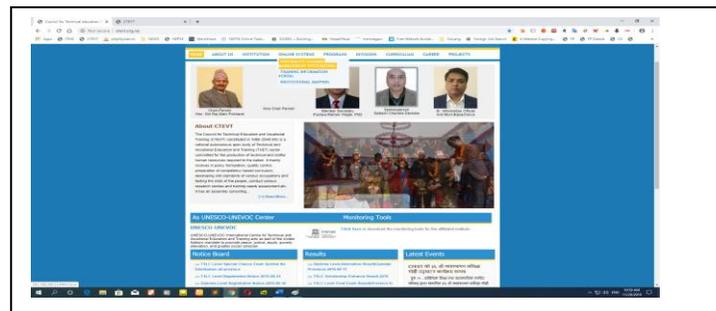
Web Based Online Integrated Training Management System (ITMS)

# User Manual

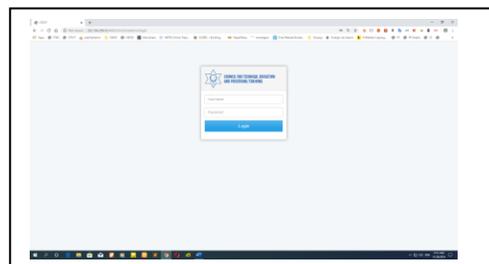
1. Open Google Chrome Browser
2. Type Address Bar on [www.ctevt.org.np](http://www.ctevt.org.np)



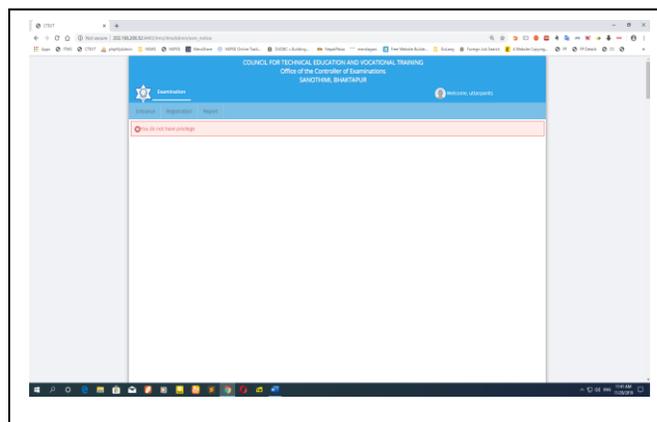
3. Go to **Online System** and Click On --> **Integrated Training Management System (ITMS)**



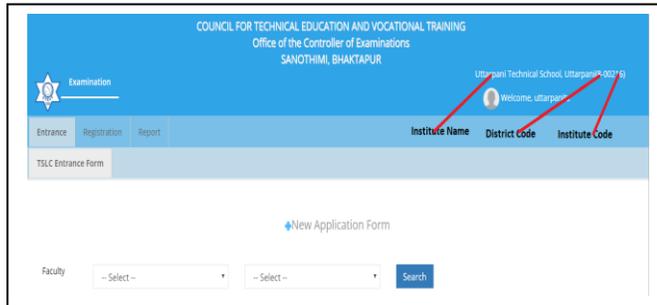
4. Click on Integrated Training Management System (ITMS) and **Enter User** and **Password** then **Click Login**



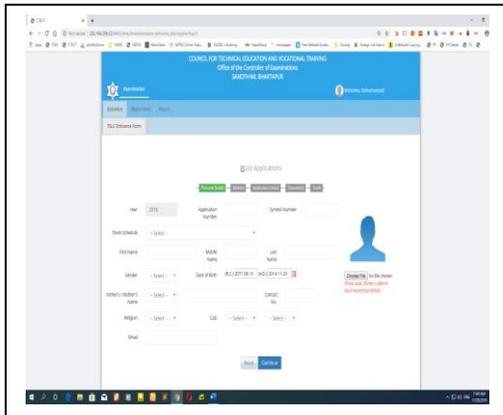
5. Login Page



## 6. Click on Entrance Tab

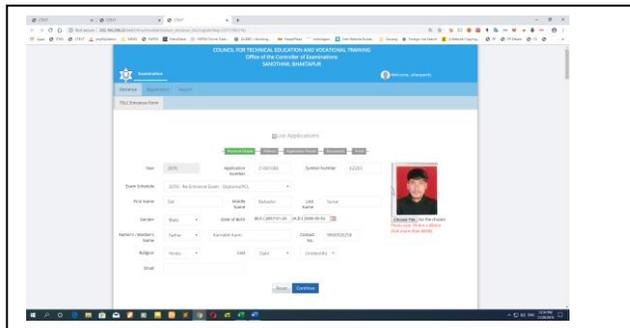


## 7. Click on + New Application Form

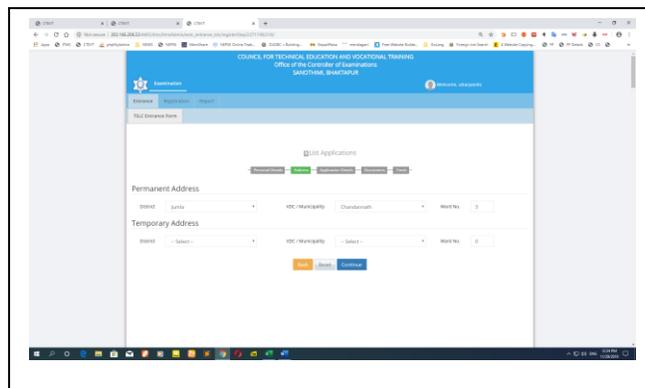


Application No. = ((216) Institute Code + (06) Program Code + 01)  
= 2160601 (Example)  
(for Program Code in Last Page )

## 8. Fill up all Requirement then Click on Continue



## 9. Fill up Step 2 then Click on Continue



9. Fill up Step 3 then **Click on Continue**

The screenshot shows the 'Educational Qualification' section of the application form. The 'Desired Categories' dropdown is set to 'AGRICULTURE'. The 'Qualification' dropdown is set to 'Full Time' and the 'Level' dropdown is set to 'Bachelor Degree'. Below this is a table with the following data:

Degree	Year of Issue	Address	Type of School	Period	Grade	Division	Grade Point Average
Bachelor	2018-2019	Surabaya	Government	2018	2019	English	2.8
						Math	2.2
						Science	2.8

9. Fill up Step 4 then **Click on Continue**

The screenshot shows the 'Documents to be enclosed' section of the application form. The list of documents includes:

- A Copy of ID Card
- A Copy of IEC Document Certificate
- A Copy of Birth Certificate
- A Copy of High School Certificate
- IELTS Equivalent Certificate
- Passport
- Letterhead
- Address & Contact
- Selfies
- Biometric Pictures
- Signature
- Handwritten Name

9. Fill up Step 5 then **Click on Print**

The screenshot shows the summary of the applicant's information in Step 5. The information includes:

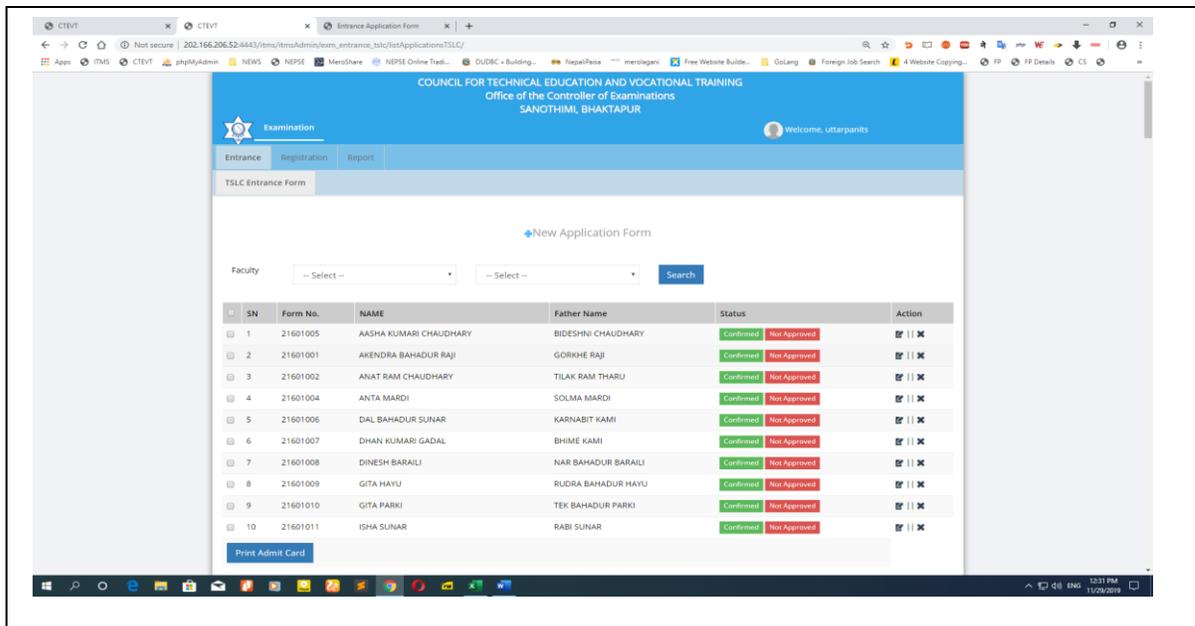
- Full Name: [Redacted]
- Registration Number: [Redacted]
- Address: [Redacted]
- Phone: [Redacted]
- Region: [Redacted]
- Country: [Redacted]
- Registration Status: [Redacted]
- Registration Date: [Redacted]
- Program: [Redacted]
- Registration Fee: [Redacted]
- Registration Fee Status: [Redacted]
- Registration Fee Due Date: [Redacted]
- Registration Fee Payment Method: [Redacted]
- Registration Fee Payment Date: [Redacted]
- Registration Fee Payment Status: [Redacted]
- Registration Fee Payment Due Date: [Redacted]
- Registration Fee Payment Method: [Redacted]
- Registration Fee Payment Date: [Redacted]
- Registration Fee Payment Status: [Redacted]
- Registration Fee Payment Due Date: [Redacted]

10. Click on **Go to Application form**

The screenshot shows the summary of the applicant's information, similar to Step 5. The information includes:

- Full Name: [Redacted]
- Registration Number: [Redacted]
- Address: [Redacted]
- Phone: [Redacted]
- Region: [Redacted]
- Country: [Redacted]
- Registration Status: [Redacted]
- Registration Date: [Redacted]
- Program: [Redacted]
- Registration Fee: [Redacted]
- Registration Fee Status: [Redacted]
- Registration Fee Due Date: [Redacted]
- Registration Fee Payment Method: [Redacted]
- Registration Fee Payment Date: [Redacted]
- Registration Fee Payment Status: [Redacted]
- Registration Fee Payment Due Date: [Redacted]

## 11. Final Status of Your Form Fill up



### Program Name and Code No.

S.N.	Program Name	Program Code
1	TSLC in Civil Engineering	01
2	TSLC in Auxiliary Nursing Midwifery	02
3	TSLC in Community Medicine Assistant	03
4	TSLC in Ayurveda	04
5	TSLC in Survey Engineering	05
6	TSLC in Mechanical Engineering	06
7	TSLC in Automobile Engineering	07
8	TSLC in Computer Engineering	08
9	TSLC in Electrical Engineering	09
10	TSLC in Medical Lab Assistant	10
11	TSLC in Water Supply & Sanitary Engineering	11
12	TSLC in Hotel Management	12
13	TSLC in Culinary Arts	13
14	TSLC in Plant Science	14
15	TSLC in Veterinary Science	15
16	TSLC in Refrigeration & AC Engineering	16
17	TSLC in Entrepreneurship Development	17
18	TSLC in Computer Application & Secretarial Management	18
19	TSLC in Social Mobilization	19
20	TSLC in Veterinary Science (Special)	20
21	TSLC in Livestock Production/Animal Health	21
22	TSLC in Agriculture/Plant Science	22

\*Thank You\*