

ONLINE ADMISSION PROCEDURE

- 1) The candidates can register for online admission from any of the internet access points through the Website <http://www.itidelhiadmissions.nic.in>.
- 2) The Registration form should be filled-up carefully in ENGLISH language only as per the instructions. **Mobile number is compulsorily for registration.**
- 3) Only one Registration form is to be filled to apply in different trades/ITIs. **One mobile number can be used for only single registration.**
- 4) For Registration, the candidate will have to click the **“NEW REGISTRATION”** tab available on the home page of the admission portal. A Registration number will be generated after successful submission of registration form.
- 5) After generating registration number candidate needs to log in and select **“FEE PAYMENT”** link and select **“Pay Registration fee”** option and then select **“Make Payment”** option and then select the mode of payment from the window of On Line Portal and pay the **registration amount of Rs. 200/- by Credit Card, Debit Card, Debit+ ATM Card or Internet Banking.**
- 6) After paying the fee candidate needs to log in and click on **“CHOICES”** tab, then select **“FILL AND EDIT CHOICES”**. Choice filling guidelines are available on the admission portal. Candidate must read them carefully before filling choices.
- 7) Candidate needs to **fill the various Trade/ITI choices** available as per his/her eligibility in order of preference (i.e. more **preferred Trade/ITI choice to be given higher preference and followed by lower preferred ITI/Trade choices.** There is no restriction in number of choices and a candidate can fill as many choices as she/he likes from the available choices.
- 8) It is advised that the candidate should **make a list of trades/ITI choices beforehand in preference order as per Performa attached (Annexure XI)** before filling online registration form, to avoid confusion/filling up of undesirable trade/ITI. Divyang candidates must fill choices in the trades in which they are certified as fit for undergoing the trade by NCS(Formerly VRC 9-11 Vikas Marg, Karkardooma, Delhi. If due to wrong filling of choices a seat is allotted to the divyang candidate in which he/she is not fit for trade, then the same would get cancelled and candidate would be responsible for the same.
- 9) After filling the choices, the candidate must **save the filled choices by clicking on the” Save Choice or Save & Exit button”** and take a **print out of saved choices.**
- 10) Candidate can re-shuffle their Trade/ITI choices after registration and after each round of counseling, (if required) during stipulated time.
- 11) The candidate **should take the printout of the filled Registration Form.** The candidate has to remember the registration number allotted and password during registration.
- 12) The Registration form should be filled-up carefully as per the instructions provided in prospectus and candidate manual.
- 13) Name of candidate, **Father’s Name, Mother’s Name and Date of Birth** must be written as given in School’s/Board’s Certificate.

- 14) **“Region”** in the Registration form must be filled-up. Select **“Delhi” if you have passed your qualifying examination from a school located in Delhi**. Select **“Outside Delhi” if you have passed your qualifying examination from a school located outside Delhi**.

For National Institute of Open Schooling, the state of location of the **study centre** (school) will be considered as the state of the candidate.

- 15) The candidates who have passed qualifying examination through distance education /open education system of any recognized board/ university will have produce a proof issued by the respective board/ university regarding his /her study center being located in Delhi for claiming seats under Delhi region seats. If candidate fails to produce the proof regarding his/her study center then the candidate would be considered for seats under outside Delhi quota.
- 16) The candidates who have passed their qualifying exam through Patrachar / Correspondence shall have to produce proof of residence for verifying the State of Eligibility.
- 17) Candidate should mention his/her religion carefully as it would be used for allotment of seats under minority quota in ITI for women MSDP, Nand Nagri.
- 18) Before verification candidate can **correct his/her particulars** in Registration Form, by clicking **“Already registered candidates” and using the option “Edit Registration Module”**.
- 19) Candidate need to **visit any Govt. ITI for the verification**. Candidate should carry his **original documents** for verification along with **a set of photo-copy of all the relevant documents (self-attested to be submitted at the time of verification and admission)**.
- 20) Verification is one time process and it will be valid for all rounds of counseling. Registration **without verification is incomplete and would not be considered for counseling**.
- 21) Thereafter, **tentative rank list** will be prepared on the basis of Marks / Grades obtained by the Candidate in the qualification exam & using tie breaker criteria as given in prospectus. **The candidate must thoroughly check his/her details in the list and if he/she finds any discrepancy then he/she must come in person at Help-Desk of the ITI** wherever he has verified & submitted his/her documents. Corrections / Objection if any are to be submitting within stipulated time as per schedule provided on the website.
- 22) **Final rank list** will be displayed after incorporating the valid correction. Candidate must note his rank for future reference.
- 23) No separate intimation will be sent to candidates regarding declaration of result. Intimation regarding declaration of result would be intimated on the admissions website.
- 24) Thereafter, in the **First Round of Counseling, seats will be allotted** to the candidates by considering their rank, category, sub-category and gender as per choice filled by the candidate in preferred order.
- 25) Counseling Result will be published on the online admission website.(Admission Schedule is given in the prospectus.)
- 26) The **allotted candidates should take a printout of his/her Allotment Letter by logging on the website** and must **report to the allotted ITI** within stipulated time.
- 27) If the candidate is **satisfied with the allotted seat, he/she can opt for freezing his/her allotted seat by visiting the allotted ITI with all original certificates and photocopy** of all relevant documents along with full course fee within stipulated time.

- 28) If the candidate wants to compete for higher preference seat in next counseling round, then he/she will have to visit the allotted ITI with copy of allotment letter and opt for the **Up-Gradation**. Upgraded **candidate would be considered for next higher preference seats in the second round of counseling subject to availability of seats. Candidate would retain his/her previously allotted seat** if new upgraded seat is not allotted to him during next counseling. However, If he/she **is allotted a new seat as per his/her re-choice, then he/she will have no claim over his/her previously allotted seat. Retained /Upgraded candidates needs to compulsorily visit the ITI after every counseling for further Up-gradation/Freezing of seat within stipulated time** otherwise his/her retained seat/newly allotted seat would get cancelled and candidate will not be able to participate in next counseling rounds.
- 29) In case **NO SEAT is allotted, then the candidate will automatically participate in the next Round of Counseling**.
- 30) **If there is mistake in filling details by the candidate then it will be his/her own responsibility and DTTE/ITI cannot be held responsible for the same. However he/she is advised to report the same at our email id caohelpline@gmail.com within stipulated time of admission.**
- 31) If due to some unforeseen reason wrong allotments are made then DTTE/ITI reserve the right to take suitable corrective measures including cancelling and reallocation of wrongly allotted seats in the same or subsequent counseling rounds. In this case, the decision of DTTE/ITI will be final and binding to all parties.
- 32) All disputes will be subject to Delhi jurisdiction only.