CHOICE FILLING GUIDELINES AFTER REGISTARTION FEE PAYMENT

For First time choice filling Candidates for verification.

❖ All registered candidates need to fill their choices for the Trades/ITI's in which he/she desires admission before going for verification .

❖ Candidate should fill as many choices as possible to increase his/her chances of getting a seat allotted.

❖ The location of various ITI's is available in prospectus. Candidates may use this information to find out the distance of ITI from his/her place of residence.

❖ Helpdesks are available at various I.T.I in case candidate needs any help.

❖ The higher choice seat would be first considered for allotment to the candidate and if that seat is not available then the next lower choice seat would be considered and so on. Choice number "1" would be the highest choice in order of preference.
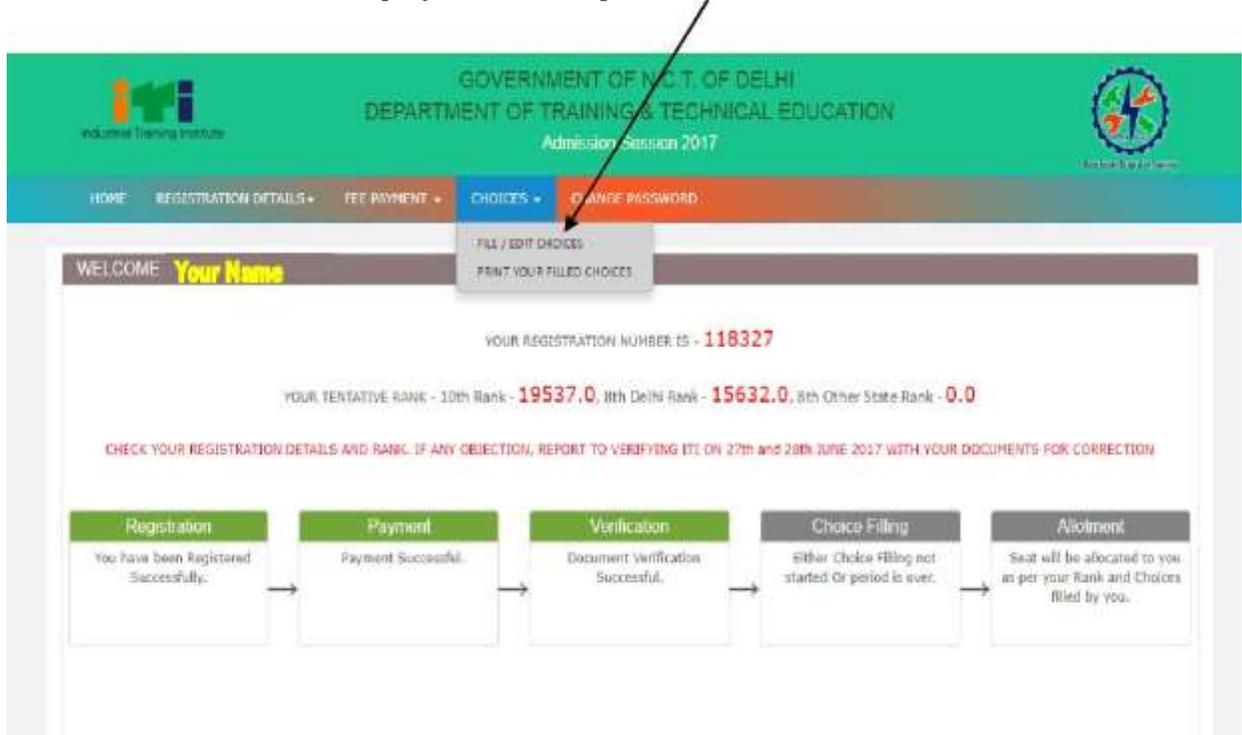
The candidate needs to follow the following procedure for filling choices during online admission:-

1. Open the homepage of ITI online admission i.e.
   http://www.itidelhiadmissions.nic.in/Candidate/login.aspx.

2. Log in to website using your registration number and password. Using "Already Registered Users" link.

3. After successfully logging into the website click on the "**CHOICES**" option available on the blue color menu line displayed on the top of online admission software.

4. After that the following choice filling option will open for the candidate for filling choices.

Registration No :
100002
Please select Course Type : ● ALL ○ NCVT ○ SCVT

SNO	INSTITUTE NAME (SORT) ▲ ▼	COURSE NAME (SORT) ▲ ▼	ADD CHOICE
1	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Computer Operator and Programming Assistant	ADD
2	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Draughtsman (Civil)	ADD
3	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Draughtsman (Mechanical)	ADD
4	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Electrician	ADD
5	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Electronic Mechanic	ADD
6	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Plumber	ADD
7	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Refrigeration and Air-Conditioning	ADD
8	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Stenographer & Secretarial Assistant (Hindi)	ADD
9	CH. BRAHM PRAKASH ITI, JAFFARPUR (SCVT)	Computer Hardware & Network Maintenance	ADD
10	CH. BRAHM PRAKASH ITI, JAFFARPUR (SCVT)	Fashion Design & Technology	ADD
11	CH. BRAHM PRAKASH ITI,	Mechanic Motor Cycle	ADD

Available Choices : 286   Filled Choices : 0

Save Choices   Save and Exit

5. On the left side of screen the trades/ITI for which candidate is eligible would be shown. The Trades/ITI's for which a candidate is **not eligible** would **not** be shown in the **"add choice column".** Eg. If a candidate is **male** then he would not be shown "**all women courses in coed ITI's**" and "**all trades of women ITI's**". Similarly if a candidate does not have math /science in qualifying exam then trades which had entry qualification of mathematics and science would not be displayed to him.

Registration No :
100002

Please select Course
Type :
⊙ ALL ○ NCVT ○ SCVT

SNO	INSTITUTE NAME (SORT) ▲ ▼	COURSE NAME (SORT) ▲ ▼	ADD CHOICE
1	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Computer Operator and Programming Assistant	ADD
2	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Draughtsman (Civil)	ADD
3	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Draughtsman (Mechanical)	ADD
4	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Electronic Mechanic	ADD
5	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Plumber	ADD
6	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Refrigeration and Air-Conditioning	ADD
7	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Stenographer & Secretarial Assistant (Hindi)	ADD
8	CH. BRAHM PRAKASH ITI, JAFFARPUR (SCVT)	Computer Hardware & Network Maintenance	ADD
9	CH. BRAHM PRAKASH ITI, JAFFARPUR (SCVT)	Fashion Design & Technology	ADD
10	CH. BRAHM PRAKASH ITI, JAFFARPUR (SCVT)	Mechanic Motor Cycle	ADD
11	CH. BRAHM PRAKASH ITI,	Plumber	ADD

Available Choices : 281

CHOICE NO.	INSTITUTE NAME	COURSE NAME	Delete	Move Up ▲	Move Down ▼
1	ITI SHAHDARA (NCVT)	Mechanic Motor Vehicle	✖	↑	↓
2	ITI SHAHDARA (SCVT)	Sewing Technology	✖	↑	↓
3	ITI PUSA (NCVT)	Surveyor	✖	↑	↓
4	ITI NAND NAGARI (SCVT)	Electrician	✖	↑	↓
5	CH. BRAHM PRAKASH ITI, JAFFARPUR (NCVT)	Electrician	✖	↑	↓

Filled Choices : 5

6. Candidate has the option to sorting the options of trades/ITI choices for which he is eligible to apply either Institute Name wise or course name wise.

7. When the candidate clicks on sort by "INSTITUTE NAME" the Trades/ITI available to the candidate would be sorted according to the name of ITI in alphabetical order. i.e. All the trades of one ITI for which candidate is eligible would be shown first and then all the eligible trades of next ITI and so on in alphabetical order .

8. If the candidate sorts by" Course Name" then Trades/ITI available to the candidate would be sorted according to the name of Trade in alphabetical order. i.e. All the ITI's which have particular trade for which candidate is eligible would be shown first and then followed by next trade in alphabetical order

9. The candidate needs to fill the various trade/ITI choices by clicking on the" **ADD button**" in front of Trade/ITI Choice. After pressing the button the trade/ITI choice will move from right side column to left hand side.

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10. Only the choices which the candidate has added and saved would be considered for admission in order of preference i.e. most preferred trade/ITI choice to be given as 1st preference and followed by least preferred choices.

11. There is no restriction in number of choices and a candidate can fill as many choices as she/he likes from the available choices.

12. The candidate can change the choice number of his added Trade/ITI choices by clicking on the "Move up" or "Move Down" button as applicable. The higher choice seat would be first considered for allotment to the candidate and if that seat is not available then the next lower choice seat would be considered. Choice number "1" would be the highest choice in order of preference.

13. After filling the choices and setting the preferences, the candidate must compulsorily save the filled choices by **<u>Save Choice or Save & Exit button</u>**. The choices which are not saved would not be considered for admission.

14. During choice filling days already filled choices can also be edited. Same procedure as given above has to be followed for editing.

15. Candidate should take a print out after filling /editing his choices by clicking on " Print your filled choices" button on the MENU BAR available on top and the Clicking on **Print option**.

Roll No : 102620
Date of Birth : 19 Nov 1997
Name : AKSHAY
Father Name : RAJ KUMAR

Gender : Male
Category : General

You are accessing this website through the IP Address: 10.2.6.22

Choice No	Institute Name	Course Name
1	CH. BRAHM PRAKASH ITI, JAFFARPUR	Computer Operator & Programming Assistant (COPA)
2	LALA HANS RAJ GUPTA ITI, NARELA	Computer Operator & Programming Assistant (COPA)
3	CH. BRAHM PRAKASH ITI, JAFFARPUR	Electronics Mechanic
4	CH. BRAHM PRAKASH ITI, JAFFARPUR	Stenography Hindi

Print Choices