Frequently Asked Questions (FAQ's)- 2019

Query related to Registration

1. Q- Where and how can I register online?

    A - You can register On-line from 10th of June 2019 to 7th of July 2019 on the admission portal http://www.itidelhiadmissions.nic.in

2. Q- From where do I get the prospectus for 2019 Admissions?

    A- You can get the softcopy of the Prospectus on the admission portal http://www.itidelhiadmissions.nic.in and the copy of the same is downloadable.

3. Q- Do I need to apply separately for different trades/ ITI$_s$?

    A – No, only one registration is required for all trades and for all Govt. ITI$_s$.

4. Q- What is DI?

    A- DI means Designated Institute, which are all Govt. ITI's where the candidates have to go for verification after registering online.

5. Q- What is PI?

    A- PI means Participating Institute i.e. any Govt. ITI where the candidates have to report for the admission after allotment of seat.

6. Q- Is it compulsory to fill the online form or can I use the offline form?

    A - It is compulsory to fill an On-line Admission Form; No off-line form will be available.

7. Q- Do I need an e-mail ID for filling online application?

    A - No, but you need to mention your mobile number for receiving SMS related to admission.

8. Q- Can I use the same mobile number for filling various forms of my friend, siblings and relatives?

    A- No, One mobile number for only one registration.

9. Q- Whom do I contact for technical support for my online application?

    A - The helpline numbers of all Govt. ITI's are available on the admission portal, moreover, the helpdesk is provided at all govt. ITI's and you can email at caohelpline@gmail.com.

10. Q- Does on-line registration close at 5:00 PM on the last date or at midnight on the last date?

    A - On-line registration will close at 11:59 midnight on 7th of July 2019.

11.Q- How do I know that my on-line registration is successful? Do I get any acknowledgement upon submission of on-line form?

A- After the successful submission of the form computer will generate a registration number and password which needs to be remembered for future reference. However, you will get an SMS on your registered mobile number mentioning your login user id (i.e. Registration number). After successful registration the candidate can take the print out of his/her online form any time.

12.Q- Can I fill in the registration form through my mobile phone?

A- Yes, you can fill the form through mobile phone by login at admission portal https://www.itidelhiadmissions.nic.in. However it is advised to fill the form through computer system.

13.Q- Are the marks of the qualifying exams considered for admission?

A- Yes, only the marks of qualifying exams are considered for admission.

14.Q- Are the marks of higher qualifications considered for admission?

A- No, only the marks of qualifying exams are considered for admission.

15.Q- What can I do, if I forget Online Registration number/password?

A- You have the option of 'Forgot Registration Number' and 'Forgot Password' to retrieve the same on home page.

16.Q- Who can apply for these courses?

A- Any Citizen of India having required qualifications and above 14 years of age as on 01-08-2019 can apply.

17.Q- I have passed 10th Class examination from NIOS. How will I be considered for Delhi/ Outside Delhi category?

A- The candidate who's Study Centre was in Delhi will be considered as Delhi Candidate else will be treated as other state candidate.

18.Q- What is the minimum qualification/eligibility for admission in ITI ?

A- Please refer to the Prospectus 2019.

19.Q- Is there any registration fee?

A- Yes, you have to pay online Rs. 200/- as registration fee, which is non-refundable.

20.Q- Is there any exemption of Registration Fee for the SC/ST/OBC or any other quota?

A- No. All the candidate have to pay Rs. 200/- as registration fee.

Query Related to Verification

21. Q- Do I need to bring any document at the time of verification?

A- Yes, you have to bring one set of self-attested photocopies of all the relevant documents along with their originals at the time of verification. Refer the Prospectus 2019 available on the admission portal.

22. Q- I have submitted my application and realized that I have mistyped some data. What can I do?

A- You can edit your particulars by yourself using your Login ID (i.e. registration number) & Password issued to you before verification of particulars at DI from Govt. ITIs, except candidate name .

23. Q- If I forgot to take the printout or lost the copy of my Online Registration Form, Can I visit the ITI for the Verification?

A- Yes, the candidate can take registration number detail along with one set of self-attested photocopies of all the relevant documents along with their originals for verification.

24. Q- Is there any reservation for Dyslexia persons?

A- Yes, they would be considered under the 'Divyang' category; moreover they have to produce a certificate from National Career Services regarding eligibility for admission in specified trade.

25. Q- Is there any reservation for minority candidates?

A- Yes, there is 50% special reservation for Girls minority candidates in ITI for Women (MSDP) Nand Nagri only.

Query related to Counseling

26. Q- Do I need to fill the preference of my trade/ITI before verification compulsorily?

A- Yes, candidate needs to fill his/her choice preference before verification compulsorily. If no choice is filled by the candidate, it will not be verified.

27. Q- What are choice selection/ Choice Filling?

A- This option is activated only after the payment of registration fee by the candidate and it enables the candidate to select/opt the trades and institute in his/her order of preference for the admission. Please view the guidelines for candidate in prospectus. The right to fill the choices is with the candidate only.

28. Q- Can I change my order of choice preference?

A- Yes, you can change your order of choice preference, but within stipulated time period only.

29.Q- How many choices can I fill in my option?

A- The candidate can fill as many choices of trades/Institutes as per eligibility criteria of the trade available in the prospectus.

30.Q- Do I need to fill different form for Engineering and Non-Engineering trades?

A- No, the candidate can fill only one form. Engineering and Non-Engineering trades can be filled in one form.

31.Q-Will I get chance to reshuffle my trade choices during Counseling process?

A- Yes, you can reshuffle your choice after every round of counseling and the schedule for the same will be intimated on the admission portal.

Query related to expenses/fee

32.Q- Is there any fee exemption for female candidate?

A- Yes, all female candidates are exempted of Government component (Tuition Fee & Non-Tuition Fee); However the Online Registration fee of Rs. 200/- will be applicable at the time of registration and an amount of Rs. 700/- (Rs. 500/- as Caution Money and Rs. 200/- as Pupil Fund) will be payable at the time of final admission. Please refer the fee structure in the Prospectus 2019.

33.Q- What is the total fee for any course in ITI?

A- Please refer the fee structure mentioned in the Prospectus 2019.

34.Q- Should I need to pay the admission/ tuition fee at the time of counseling / admission?

A- Yes, you have to pay the admission/ tuition fee at the time of final admission in the ITI concerned.

35.Q- Will I get a total refund, if I withdraw my admission?

A- No, the entire fee will be forfeited in case of withdrawal/cancellation of seat by the candidate.

36.Q- Is there any exemption of registration amount for BPL/reserved categories?

A- No, Registration fee is applicable for all.

37.Q- Is there any fee for counseling?

A- No, there is no fee for counseling.

38.Q- Is there any management / donation quota?

A –There is no management/donation quota.

39.Q- Is there any weightage of higher academic qualification / vocational subjects?

A- No, there is no weightage for higher academic qualification / vocational subjects.

40.Q- Is there any weightage of rural area?

A- Yes, see prospectus 2019.

41.Q- How the selection is made?

B- Selection is made purely on merit basis of the Qualifying Exam and the Rank will be displayed on the admission portal. The counseling will be made as per the schedule.

42.Q- Will all applicants be considered for counseling?

A- Yes, all the verified eligible applicants will be considered for counseling in order of merit, subject to the availability of seats.

43.Q- How will I know that I have been selected?

A- The selected candidates will be communicated through SMS. The candidates are also advised to keep themselves updated with online counseling schedule.

44.Q- When will the counseling/admission start?

A- It will start as per the Schedule mentioned on the admission portal.

45.Q- How is the percentage of marks calculated with respect to CGPA and for merit?

A- Kindly refer the content heading 'Criteria for Calculation of marks percentage' in Prospectus 2019.

46.Q- If the Marks/Rank of some candidates is same, who will get the preference?

A- Please refer to prospectus 2019.

47.Q- Can I upgrade my trade for the next round of counseling?

A- Yes, the allotted candidate can opt the for up-gradation of seat by opting 'Upgrade'; however the choice re- shuffle option is available after every round of counseling.

48.Q- Is there any fee for Up-gradation of seat for the next round of counseling?

A- No, there is no fee for up gradation of seat.

49.Q-Is there any reservation of seats in ITI trades for female candidates?

A- Yes, kindly refer the Prospectus 2019.

General Queries

50.Q- Do I need to bring any document at the time of admission?

    A- Yes, you have to bring one set of self-attested photocopies of all the relevant documents along with their originals and the copy of admission slip at the time of admission.

51.Q- Will I get hostel allotment at the time of admission?

    A – No, The hostel facility is not available in any ITI.

52.Q- Is there any assistance for Placement?

    A- Yes, facilities for the placement of trainees after completion of the course are arranged by the Placement officer deputed by the Principal of the institute.

53.Q- Can I get syllabus for ITI trades Online?

    A – Yes, syllabus is available online at DGT website https://dgt.gov.in.

54.Q- Is there any dress code?

    A- Yes, trainee shall purchase two sets of prescribed uniform stitched as approved by D.T.T.E. (HQ) within 7 days from the date of admission and shall wear the same daily in the institute.

55.Q- Can I get admission in more than one course at the same period?

    A- No.

56.Q- Is there any financial support for students belonging to low income group during training period?

    A- No financial support is available. However, the financial support is available in form of various scholarships for trainees.

57.Q- What are the Course intake capacities in the Govt. ITI$_s$?

    A- Details of courses are mentioned in Prospectus 2019.

58.Q- What is the lower and upper Age limit for admission?

    A- There is no upper age limit, however the candidate must attain the minimum age of fourteen years as on 01.08.2019.

59.Q - What are the steps taken to prevent ragging at ITI$_s$?

    A- Ragging is not permitted. Anti-Ragging committee has been constituted in each institute and action will be taken as per Govt. rules. However, if any incident of ragging comes to the notice of the authority, the concerned trainee may be given the opportunity to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.

60.Q- What is NCVT/SCVT Scheme?

A- NCVT stands for National Council of Vocational Training, an affiliating body of DGE&T, Ministry of Labour & Employment, Government of India. National Trade Certificate (N.T.C.) is issued under this scheme.

SCVT stands for State Council of Vocational Training, an affiliating body of Board of Technical Education, Government of NCT of Delhi. State Trade Certificate (S.T.C.) is issued under this scheme.

61.Q- Will I get a DTC Buss pass/ Railway concession?

A- Yes, DTC Buss pass facility is available in all Govt. ITIs. Railway Concession facility is available in all Govt. ITIs.

62.Q- I am a foreign candidate. How can I get admission in ITI?

A- No Provision of admission for Foreign Candidates.

63.Q- My father is a Delhi Government employee and I have completed my qualifying examination from Other State. Am I eligible for Delhi Govt. Quota?

A- No, you will be treated as other state Candidate as criteria is on the basis of state of qualifying exam.

64.Q- Which departments are eligible for Delhi Government quota?

A- All departments of NCT of Delhi Government and Delhi Police are eligible. However, their wards should have qualified from Delhi State only.

65.Q- When will the session begin?

A- The session commences w.e.f. 1_{st} of August 2019.

66.Q- What are the timings of the Institutes?

A- The timings of the institutes are from 8:30 am to 5:00 pm, for five days in a week.

67.Q- Are there any scholarships available for the trainees?

A- Yes, please refer to Prospectus 2019.

68.Q- If I don't have caste certificate of my own can I avail the reservation benefit?

A- Candidate has to produce his/her own caste certificate to avail the benefit. See prospectus 2019.

69.Q- What if I completed my qualification from other state and my caste certificate is from Delhi? Can I avail the reservation benefit?

A- Yes, you will get the benefit of Caste and will be considered as other state reserve candidate. See prospectus 2019.

70.Q- What if I completed my qualification from Delhi and my caste certificate is from other state? Can I avail the reservation benefit?

A- No, you will not get the benefit of Caste. You will be considered as Delhi General Candidate. See prospectus 2019.

71.Q- Are there any privately managed ITIs/ ITCs affiliated with NCVT/ SCVT in Delhi other than Government ITIs?

A- Yes, list of privately managed ITI$_s$/ITC$_s$ is available in the prospectus 2019.