

## **COUNSELING GUIDELINES FOR CANDIDATES**

**First Counseling result would be displayed on the website on 22/07/2019; Reporting for First Counseling at Allotted ITI would be done from 23.07.2019 to 25.07.2019.**

Candidate can log in to the online admission website using registration number and password for checking his/her seat allotment status.

1. If no seat is allotted to the candidate then he/she would automatically participate in next counseling.
2. Candidates who are allotted seat in first counseling need to download and print the “Provisional allotment letter” and report to the allotted ITI within stipulated time.

A seat allotted candidate would have following choices:-

- a) **Freezing the allotted seat:** If the candidate is satisfied with the seat allotted to him/her and wants to take provisional admission then he/she should freeze his/her allotted seat by visiting the allotted ITI and filling the FORM FOR LOCKING/FREEZING SEAT. After freezing the seat the candidate would not participate in subsequent rounds of counseling.

The following documents and fee would be required at the time of freezing the seat:-

- i. Copy of Provisional Allotment letter and copy of Verification slip and 3 photographs.
- ii. All his original certificates like marks sheet, category certificates, sub category certificates, weight age etc.
- iii. Deposit set of self attested photocopies of documents at the allotted ITI.
- iv. Submit applicable fee as per candidate's category/gender.
- v. Copy of Aadhar Card (required for MIS Portal/Scholarship )

After completion of above formalities, provisional admission slip would be generated by the institute. Provisionally admitted candidate needs to submit the following annexure in original as per prescribed format given in prospectus at allotted ITI within stipulated time as specified by allotted ITI for confirmation of his/her admission:-

- a. Medical fitness certificate
- b. Anti Ragging.
- c. Undertaking.
- d. Character certificate (up to 6 months old).

- b) **Up gradation:** Up gradation means that candidate wants to participate in next counseling for allotment of higher choice seat. If a higher choice seat is allotted to the candidate then he/she would lose the previously allotted seat.

If no upgraded seat is allotted than candidate would retain his/her previously allotted seat.

For up gradation candidate needs visit the allotted institute with provisional allotment letter and fill the appropriate form for up gradation.

**Note:** If after allotment of seat, candidate does not report to the allotted ITI within stipulated time then his/her allotted seat would be cancelled and he/she would be out of admission process.

Cut off rank for each trade /category/sub category wise would be displayed on the website for the convenience of candidates.

Seat Vacancy Display and Choice Filling After First Counseling will be done on online admission website from 26.07.2019 to 29.07.2019 (Tentative).

Non allotted, upgraded and verified candidates who have not filled any trade choice may add, delete \*and/or reshuffle their Trade/ITI choice after first counseling. Choice filling guidelines are provided separately on the portal.

\*Important choice filling note for upgraded candidates only: The allotted seat of the previous counseling would appear in different shade/color and cannot be deleted. Only the choices placed above the allotted seat of previous counseling would be considered for next counseling/ seat allotment. However candidate can reshuffle the priority of his/her choice including upgraded seat of previous counseling.

**Note:** Verified candidates who have gone out of admission process due to non reporting can opt for participation in counseling by logging on to online admission website and accepting the certificate within stipulated time

## FEE STRUCTURE OF GOVERNMENT ITI's/BTC

Category	Government Component		Non-Govt. Component (Per Annum)	Caution Money	Total Fee to be Deposited	
	Tuition Fee	Non-Tuition Fee	Pupil's Fund		At the time of Admission	Half Yearly Payment
<b>A. For all ITIs/BTC Engineering Trades</b>						
<b>SC/ST (Boys)*</b>	<b>NIL</b>	Rs.100/- per month	Rs. 200/-	Rs. 500/-**	Rs. 1300/-	Rs. 600/-
<b>All other Category (Girls) and PH and Orphans (Sponsored by Social Welfare Deptt.)***</b>	<b>NIL</b>	<b>NIL</b>	Rs. 200/-	Rs. 500/-**	Rs. 700/-	<b>NIL</b>
<b>All other Category (Boys)</b>	Rs.100/- per month	Rs.100/- per month	Rs. 200/-	Rs. 500/-**	Rs. 1900/-	Rs. 1200/-
<b>B. For all ITIs/BTC Non-Engineering Trades</b>						
<b>SC/ST(Boys)*</b>	<b>NIL</b>	Rs.75/- per month	Rs. 200/-	Rs. 500/-**	Rs.1150/-	Rs.450/-
<b>All other Categories (Girls) and PH and Orphans (Sponsored by Social Welfare Deptt.)***</b>	<b>NIL</b>	<b>NIL</b>	Rs. 200/-	Rs. 500/-**	Rs. 700/-	<b>NIL</b>
<b>All other Categories (Boys)</b>	Rs.75/- per month	Rs.75/- per month	Rs. 200/-	Rs. 500/-**	Rs. 1600/-	Rs. 900/-

\*The exemption from payment of **Tuition Fee component** under Government Account in ITI/BTC for the SC/ST trainees.

\*\*Caution money is refundable only after **successful completion of the Training within 3 years of completion of course** otherwise same will be forfeited.

\*\*\*The exemption from payment of **Government component of fee** in ITI/BTC for the Girls and Physically Handicapped & Inmates of Orphanages (Inmates from Institutes licensed by Social Welfare Deptt. including Bal Sahyog of Govt. of Delhi)".

**Note: - Candidate shall not be entitled for the refund of fee under any circumstances except caution money as stated above.**

**FORM FOR UPGRADATION OF TRADE/ITI**

(Office copy)

**Date:**

To,  
The Principal,  
ITI/BTC .....  
Delhi.

**Subject: - Up gradation of seat allotted.**

Respected Sir,

I have been allotted the admission in ..... Trade in your Institute in .....Counseling Round. I wish to opt for the up-gradation of my choice for participating in next round of Counseling. I understand that once the seat is upgraded, I will lose my previously allotted seat.

**My details are as given below:**

Registration Number.....Name.....  
Father's Name.....Rank in 8<sup>th</sup>.....Rank in 10<sup>th</sup>.....

**Signature of Candidate Father's/Guardian Signature  
(In case of Minor candidate)**

**FORM FOR UPGRADATION OF TRADE/ITI**

(Candidate copy)

**Date:**

To,  
The Principal,  
ITI/BTC .....  
Delhi.

**Subject: - Up gradation of seat allotted.**

Respected Sir,

I have been allotted the admission in ..... Trade in your Institute in .....Counseling Round. I wish to opt for the up-gradation of my choice for participating in next round of Counseling. I understand that once the seat is upgraded, I will lose my previously allotted seat.

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Registration Number.....Name.....  
Father's Name.....Rank in 8<sup>th</sup>.....Rank in 10<sup>th</sup>.....

**Signature of Candidate Father's/Guardian Signature  
(In case of Minor candidate)**

**FORM FOR LOCKING/FREEZE SEAT IN TRADE/ITI**

(Office copy)

**Date:**

To,  
The Principal,  
ITI/BTC .....,  
Delhi.

**Subject: - Locking/Freeze of seat allotted.**

Respected Sir,

I have been allotted admission in ..... Trade in your Institute in ..... Counseling Round. I want to lock this seat and do not wish to participate in next counseling.

**My details are as given below:**

Registration Number.....Name.....  
Father's Name.....Rank in 8<sup>th</sup>.....Rank in 10<sup>th</sup>.....

Kindly accept my course fee in cash and grant me admission in your Institute.

I understand that once a seat is locked then it will not be unlocked during entire counseling.

**Signature of Candidate Father's/Guardian Signature  
(In case of Minor candidate)**

**FORM FOR LOCKING/FREEZE SEAT IN TRADE/ITI**

(Office copy)

**Date:**

To,  
The Principal,  
ITI/BTC .....,  
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