

REGISTRATION, VERIFICATION AND CHOICE FILLING
GUIDELINES FOR CANDIDATES FOR DELHI
GOVERNMENT ITI ADMISSION 2021

<u>STAGES FOR ADMISSION</u>	
REGISTRATION	GENERATION OF APPLICATION NUMBER AND PASSWORD
	FILLING INFORMATION AS ASKED IN ONLINE ADMISSION PORTAL
	DOCUMENTS UPLOADING
	Candidate needs to upload all the documents as asked to upload in the portal. If portal asks for uploading some document which is not relevant to the candidate then the candidate should write “..... DOCUMENT NOT APPLICABLE” on a white sheet, SIGN and upload its PDF.
	If candidate does not have a certificate then candidate should give an undertaking stating “his her correct information, reason for not uploading the certificate and certificate that” Candidate would submit his/her certificate at the time of admission and non submission of certificate at the time of admission would lead to cancellation of admission and removal of candidate from further counseling.” And upload signed copy of this information in PDF form.
	It is at the discretion of ITI/DTTE whether to accept the undertaking or file objection which the candidate needs to remove within in stipulated time.
	FEE PAYMENT
ONLINE VERIFICATION	ITI officials will preliminary check the information provided by candidate and may compare it with uploaded documents. If official is satisfied by the information provided/ or candidate is given some

	<p>relaxation in providing information till later date/or till admission then the candidates details will be verified</p> <p>If discrepancy is found, it will be communicated to candidate through e-mail. Any discrepancy/ incorrectness/ non submission of information/ hiding of information may lead to objection during verification and non removal of objection by the candidate within stipulated time /end of verification would lead to cancellation of candidature of candidate. It is the responsibility of candidate to get the discrepancy removed.</p> <p>After completion of verification, email will be sent to the candidate .Candidate may also check his/her status by logging into the portal.</p>
<p>Choice Filling</p>	<p>After verification candidates needs to fill his/her ITI/Trade choices within stipulated time for choice filling.</p> <p>It is advised that the candidate should make a list of trades/ITI choices before hand in preference order as per Performa attached (Annexure XI)</p> <p>After filling the choices, the candidate must <u>save the filled choices and thereafter “Lock” Filled choices.</u></p>
<p>Rank and filing</p> <p>Generation</p> <p>Objection</p>	<p>Tentative rank List Generation: The candidate must thoroughly check his/her details in the Online list displayed on the website.</p> <p>Objection Filing by candidate: if he/she finds any discrepancy then he/she must send a mail regarding same on email “ <u>itidelhi.admissionobjections@gmail.com</u> with subject “ having Objection filing /Admission Number/Name of Candidate).</p> <p>Final Rank List Generation: <u>Final rank list</u> will be displayed after incorporating the valid correction. Candidate must note his rank for future reference</p>

COUNSELLING (Counselling Guidelines will be provided separately on the website)	First counseling
	Second counseling
	Third counseling
	Fourth counseling
	Additional counseling if any (To be decided later as per situation)
The above information is subject to change and same may be intimated on online admission website.	

Guidelines

- 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.
- 3) **Candidate must keep following documents ready for uploading at the time of filling of admission form.**

Photograph

Scanned image of color photograph in jpg/jpeg format needs to be uploaded. Size of the photo image must be greater than 4 kb and less than 100 kb and Dimension of the photograph image should be 5.5 cm(width) x 7.5 cm(Height) only.. The photograph should clearly show face of the candidate in Center and Both Ears should be clearly Seen. NO Mask, Cap etc should be worn in the photograph.

Documents

The following documents in PDF format (as applicable) must be uploaded at the time of verification. Size of the PDF documents must be greater than 20 kb and less than 300 kb. The documents have to be uploaded as color scan of original document only and has to be legible. Scan of copy/photo copy of the document will not be accepted.

- a. **Category Certificate (If Applicable):** SC/ST/OBC/EWS certificate in above format needs to be uploaded.

- b. **Sub Category Certificate (If Applicable):** J&K, NCC, Defense personnel, Divyang (pwd), Staff Ward, Delhi Government Employee.
- c. **Inmate of Orphanage certificate registered with Delhi Government.** (If applicable).
- d. **Certificate from BDO regarding school and residence of candidate located in Rural area of Delhi.** (If Applicable).
- e. **Qualifying Certificate:** 10th certificate showing complete details of All subjects (Including fail and absent subjects), maximum marks/grades, Marks/grades obtained, conversion factor for grades, fail/pass and other applicable details.

Instrument for Payment of registration Fee.

Credit card/debit card/ Internet Banking may be used for making payment of Registration fee of Rs 200 at the time of registration.

Mobile number and E-mail ID is compulsorily for registration.

1. Only one Registration form is to be filled to apply in different trades/ITIs. **One mobile number can be used for only single registration.**
2. 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.
3. The candidates need to upload his/ her photo of qualification and reservation document in prescribe format.
4. After generating registration number candidate needs pay the **registration amount of Rs. 200/- by Credit Card, Debit Card, Debit+ ATM Card or Internet Banking.**
5. After paying the fee candidates details are sent for Preliminary online verification. This online process may take around two days and the verification status of candidate would be informed on the registered E mail of the candidate.

6. After verification the candidate needs to log in and Fill trade/ITI 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. Manual for online registration and choice filling is available on admission portal and in the prospectus.
9. It is advised that the candidate should **make a list of trades/ITI choices before hand in preference order as per Performa attached (Annexure XI)** before filling on line 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 /IBHAS as the case may be. 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.
10. After filling the choices, the candidate must **save the filled choices and thereafter “Lock” Filled choices.**
11. After locking the filled choices cannot be modified.
12. The candidate **should take the printout of the Locked choices/ filled Registration Form.**
13. The Registration form should be filled-up carefully as per the instructions provided in prospectus and candidate manual.
14. Name of candidate, **Father’s Name, Mother’s Name and Date of Birth** must be written as given in School’s/Board’s Certificate.
15. **“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.**

16. For National Institute of Open Schooling, the state of location of the **study centre** (school) will be considered as the state of the candidate.
17. The candidates who have passed qualifying examination through distance education /open education system of any recognized board/ university will have to 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.
18. The candidates who have passed their qualifying exam through Patrachar / Correspondence shall have to produce proof of residence for verifying the State of Eligibility.
19. Candidate should mention his/her religion carefully as it would be used for allotment of seats under minority quota in ITI for women MSDP, NandNagri.
20. Thereafter, **tentative rank list** will be prepared on the basis of Marks / Grades obtained by the Candidate in the qualifying exam & using tie breaker criteria as given in prospectus. **The candidate must thoroughly check his/her details in the Online list displayed on the website and if he/she finds any discrepancy then he/she must send a mail regarding same on email “ itidelhi.admissionobjections@gmail.com with subject “ having Objection filing /Admission Number/Name of Candidate).** Corrections / Objection if any are to be submitted within stipulated time as per schedule provided on the website.
21. **Final rank list** will be displayed after incorporating the valid correction. Candidate must note his rank for future reference.
22. No separate intimation will be sent to candidates regarding declaration of result. Intimation regarding declaration of result would be intimated on the online admissions website.
23. 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.

24. Counseling Result will be published on the online admission website.(Admission Schedule is given in the prospectus.)
25. The **allotted candidates should take a printout of his/her Allotment Letter**
26. **The procedure for counseling would be displayed on the “Online admission Portal”.**
27. **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.**
- 28.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.
29. All disputes will be subject to Delhi jurisdiction only.

Online admission 2021 new candidate registration process

For new registration candidate needs to visit Online Admission Portal “itidelhidmissions.nic.in” and click on “**New Candidate Registration**” as below

The screenshot displays the 'Registered Candidates Sign-In' page of the Delhi ITI Counselling 2020 (Demo Counselling) portal. The page features a navigation bar with 'Home' and a header with the Department of Training and Technical Education, Delhi logo and 'Counselling Services' tagline. The main content area is divided into two sections: a sign-in form and a blue 'Important Instructions' panel. The sign-in form includes fields for 'Counselling' (a dropdown menu), 'Application Number', 'Password', and 'Security Pin as shown below (case sensitive)'. A security pin '1H7311' is displayed with a refresh icon. A 'Sign In' button and a 'Forgot Password?' link are present. Below the form is an orange 'New Candidate Registration' button and a 'Forgot Application Number' link. The 'Important Instructions' panel lists four points: confidentiality of password, logging out, password changes, and not sharing passwords. A 'Caution' note states that the IP address 10.2.14.68 is being monitored. A footer contains a disclaimer and the NIC logo.

Industrial Training Institute
Department of Training and Technical Education, Delhi
Delhi ITI Counselling 2020 (Demo Counselling)

Counselling Services
Simplifying The Admission Process

Home

Registered Candidates Sign-In

Counselling: Delhi ITI Counselling 2020 (Demo Counselling)

Application Number:

Password:

Security Pin as shown below (case sensitive):

Security Pin: 1H7311

Sign In [Forgot Password?](#)

[New Candidate Registration](#)

[Forgot Application Number](#)

Important Instructions

- Confidentiality of Password is solely responsibility of the candidate and all care must be taken to protect the password.
- For security reasons, after finishing your work, kindly click the LOGOUT button and close all the windows related to your session.
- Candidates are advised to keep changing the Password at frequent intervals.
- Never share your password and do not respond to any mail which asks you for your Login-ID/Password.

Caution: Your IP address 10.2.14.68 is being monitored for security purpose.

Disclaimer:
Disclaimer: This site is designed and hosted by NIC eCounselling Division and the contents are provided by Admission Cell. For any further information, please contact Admission Cell.

NIC एनआईसी
National Informatics Centre

Candidates who have already generated “**Application Number**” can log into the portal by entering “Application number, password and Security Pin”

Candidate must read the important instructions given on the page.

After clicking on “New Candidate Registration” button the following “**Candidate Consent**” will appear on the screen. Candidate must click on “**I agree**” to proceed forward.

The screenshot shows the 'Registration Form' with a modal window titled 'Candidate's Consent'. The modal contains the following text:

Candidate's Consent

I hereby agree to the following terms and conditions governing the admission process of Counselling Board:

1. I have gone through and understood the contents of Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process of Seat Allotment as specified by the Department of Training and Technical Education.
2. I know that during verification of documents at the time of reporting, if any discrepancy is found in original documents, including category, sub-category, date of birth etc. then my candidature will be cancelled.
3. I know that the personal information provided by me is genuine and authentic.
4. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and neither Department of Training and Technical Education nor NIC is responsible for misuse of my password.
5. I am aware of the fee, bond etc conditions of the Institution that I am interested in and know that Department of Training and Technical Education has no role to play in that.

You must accept or decline the agreement to process further.

I Agree I Don't Agree

Below the consent form, the registration form fields are visible:

- Choose Your Password**
 - Choose your Password:
 - Confirm Password:
- Security Pin (case sensitive)**
 - Security Pin:
 - Security Pin:

After accepting the “Candidate **Consent**” the following page will appear.

The screenshot shows the 'Registration Form' with the following fields:

Personal Details

- Name of Candidate:
- Father's Name:
- Mother's Name:
- Date of Birth:
- Gender:

Contact Details

- ISD Code:
- Mobile No:
- Email Id:

Choose Your Password

- Choose your Password:
- Confirm Password:

Security Pin (case sensitive)

- Security Pin:
- Security Pin:

Candidate needs to fill all the details and create the password.

Minimum age limit is minimum **14 years for all the candidates as on 01-08-2021**. No Upper age limit is prescribed for the candidates seeking admission in Government ITIs/BTC.

TO CREATE A PASSWORD: Password should be at least minimum 8 characters long and should contain at least one Uppercase character(s) (A-Z), at least one Lowercase character(s) (a-z) and at least one special character(s) (i.e.! \$ % ^ * @ # &etc.). The candidate is advised to keep his/her Online Registration Password secure and not to share as it can be misused by others. Maintaining the secrecy of the password will be the sole responsibility of the candidate himself/herself.

Candidate should note down “Application Number” and “Password” for future reference and press “Submit” Button.

The following page will appear on Submitting.

The screenshot displays the 'Review Page - Registration Form' for the Department of Training and Technical Education, Delhi. The page is titled 'Review Page - Registration Form' and includes a warning: 'Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press 'SUBMIT' button for final submission.' The form is divided into three sections: Personal Details, Contact Details, and Account Details. The Personal Details section includes fields for Candidate Name (Priya), Father Name (Priyadarshan), Mother Name (Priyadarshini), Date of Birth (01-01-1998), and Gender (Female). The Contact Details section includes Mobile Number (9013524354) and Email ID (bhbjbh@cb.com). The Account Details section shows 'Your Password' as '(Not shown due to security reasons)'. At the bottom of the form, there are two buttons: 'Edit' and 'Final Submit'. An arrow points to the 'Final Submit' button. The page footer includes a disclaimer and the NIC logo.

Review Page - Registration Form			
Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press 'SUBMIT' button for final submission.			
Personal Details			
Candidate Name	Priya	Father Name	Priyadarshan
Mother Name	Priyadarshini	Date of Birth	01-01-1998
Gender	Female		
Contact Details			
Mobile Number	9013524354	Email ID	bhbjbh@cb.com
Account Details			
Your Password	(Not shown due to security reasons)		
		Edit	Final Submit

A candidate needs to check his /her details and if all details are correct then click “**Final Submit**”. On “Submitting” the following page will appear.

Department of Training and Technical Education, Delhi
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Available Services

- View/Edit Registration Form
- Fill Application Form
- Fill Qualification Details
- Fill Contact Detail
- Upload Documents/Images
- Preview & Final Submit
- Pay Registration Fee

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

iticvraman.delhi@gmail.com
Sir C.V. Raman ITI, DheerPur, Delhi -110009

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Upload Documents/Images	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete

You have successfully Registered.
Please note down the Application Number for future references.
Application Number: 20118000009
Kindly fill the detailed Application Form to complete the Registration Process.

Fill Application Form

Now the candidate needs to fill all the details by Clicking on “Fill **Application Form**” button.

After clicking the following form will appear on the screen.

Online Counselling System

https://democounselling.nic.in/CommonCouns/Registration/Registration.aspx

Available Services

- View/Edit Registration Form
- Fill Application Form
- Fill Qualification Details
- Fill Contact Detail
- Upload Documents/Images
- Preview & Final Submit
- Pay Registration Fee

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

iticvraman.delhi@gmail.com
Sir C.V. Raman ITI, DheerPur, Delhi -110009

Application Form

Name of Candidate: Priya
Father's Name: Priyadarshan
Mother's Name: Priyadarshini
Date of Birth: 01 January 1998
Gender: Female
Religion: --Select--
Category: --Select--
Sub Category Details: --Select--
Ex-Servicemen: --Select--
J&K: --Select--
Are you belong to minority: --Select--
NCC: --Select--
Divyang: --Select--
SW: --Select--

Candidates need to fill all the details as asked in the form.

CATEGORY DETAILS: A candidate have to select one of the following categories:-

1. General
2. Scheduled Caste
3. Scheduled Tribe
4. Economically Weaker Section

Economically Weaker Section

A general candidate whose family has gross annual income is **below 8 Lakh rupees and fulfill other terms and conditions of Economically Weaker Section (EWSs)** are eligible **for 10 percent reservation in ITI Admission. For availing reservation candidates needs to produce a certificate as per Annexure XIV of prospectus from competent authority as given in the prospectus.**

SUB CATEGORY DETAILS

Multiple subcategories are allowed. If candidate belongs to a subcategory then select “Yes” else select “no”. For more details please see “**Additional Details of Reservation**” section of Prospectus.

Other Information

If the Candidate is **“Inmate of an orphanage, registered with Delhi Government”** then select **“Yes”** otherwise select **“NO”**

If both the candidate’s **qualifying school and residence** are located in rural area of Delhi then click **“YES”** other-wise select **“NO”**.

Online Counselling System x +

https://democounselling.nic.in/CommonCouns/Registration/Registration.aspx

Contact Us

iticvraman.delhi@gmail.com

Sir C.V. Raman ITI, DheerPur, Delhi -110009

DP --Select--

Ex-Servicemen --Select--

J&K --Select--

Are you belong to minority --Select--

NCC --Select--

Divyang --Select--

SW --Select--

Other Information

Family Income --Select--

Are you an Inmate of Orphanage (registered with Delhi government) YES NO

Is your School & Residence both located in Rural Area of Delhi YES NO

SAVE & NEXT

Disclaimer:
Disclaimer: This site is designed and hosted by NIC eCounselling Division and the contents are provided by Admission Cell.
For any further information, please contact Admission Cell.

NIC एन आई सी
National
Informatics
Centre

Type here to search

2:21 PM
7/29/2020

Then **“PRESS” SAVE AND NEXT** Button.

The following page will appear.

The candidate needs to fill his/her **qualifying Details**.

Qualification Details

Name: Priya Application Number: 20118000009

Class 8th or Equivalent Marks Details

Available choices will be vary based on your subject selection, please refer brochure for details and fill subject details carefully. You have to fill at least five and maximum eight subject details. In case you do not have enough subjects you can choose "Not Applicable" option.

Exam Status: --Select-- Passing Year: --Select-- Qualifying State: --Select--

Passing Board: --Select-- Result Mode: --Select-- Maximum Marks: 0

Obtained Marks: 0 Percentage Marks: 0

Class 10th or Equivalent Marks Details

Available choices will be vary based on your subject selection, please refer brochure for details and fill subject details carefully. You have to fill at least five and maximum eight subject details. In case you do not have enough subjects you can choose "Not Applicable" option.

Exam Status: --Select-- Passing Year: --Select-- Qualifying State: --Select--

Passing Board: --Select-- Result Mode: --Select-- Maximum Marks: 0

Obtained Marks: 0 Percentage Marks: 0

PREVIOUS SAVE & NEXT

The candidate select the Qualification option on basis of which he/she want to seek admission and fill his /her marks as per instructions given in prospectus. If candidate has not filled his/her 8th marks then his/her 8th rank would be created using 10th marks..

If candidates result is in Grades /grade points then they should be converted to marks and then filled in the above table.

Marks of all subjects including subjects in which candidate has failed or is absent in needs to be filled for calculation of merit for online admission.

For further details please see section "CRITERIA FOR CALCULATION OF MARKS PERCENTAGE" in the prospectus.

Class 10th or Equivalent Marks Details

Available choices will be vary based on your subject selection, please refer brochure for details and fill subject details carefully. You have to fill at least five and maximum eight subject details. In case you do not have enough subjects you can choose "Not Applicable" option.

Exam Status: Passed Passing Year: 2018 Qualifying State: Delhi

Passing Board: CBSE Delhi Result Mode: Percentage Maximum Marks: 400

Obtained Marks: Percentage Marks: 50.00

Subject	Passing Status	Max Marks	Obtained Marks
Mathematics	Passed	70	30
English	Passed	70	45
Hindi	Passed	65	34
Punjabi	Passed	100	22
Home Science	Passed		
Sanskrit	Passed		
Dance	Passed		
Computer Science	Passed		
Physical Education	Passed		
Science/Science & Technology	Passed		
Social Studies	Passed		
Social Science	Passed		
Agriculture	Passed		
Animal Husbandry	Passed		
Drawing	Passed		
Any Other	Passed		
Computer Scie	Passed		

Online Counselling System

https://democounselling.nic.in/CommonCouns/Registration/QualificationDetails.aspx

Contact Us

itivrman.delhi@gmail.com

Sir C.V. Raman ITI, DheerPur, Delhi -110009

Passed | 2018 | Delhi

Passing Board: CBSE Delhi | Result Mode: Percentage | Maximum Marks: 400

Obtained Marks: 200 | Percentage Marks: 50.00

Subject Wise Marks Details

Subject	Passing Status	Max Marks	Obtained Marks
Mathematics	Passed	70	30
English	Passed	70	45
Hindi	Passed	65	34
Punjabi	Passed	100	22
Home Science	Passed	67	23
Sanskrit	Passed		
Dance	Passed		
Computer Science	Passed		
Physical Education	Passed		
Science/Science & Technology	Passed		
Social Studies	Passed		
Social Science	Passed		
Agriculture	Passed		
Animal Husbandry	Passed		
Drawing	Passed		
Any Other	Passed		
Not Applicable	Passed		

When candidate has filled details of all the subjects and extra rows for input of marks are left then candidate needs to select “ Not Applicable” option in the extra rows.

If subject of candidate is not available in the drop down menu then select “**Any Other**” and fill marks as applicable.

There after candidate needs to fill his “**Correspondence Address**” correctly and press “**Save and Exit**”

Online Counselling System

https://democounselling.nic.in/CommonCouns/Registration/ContactDetail.aspx

Department of Training and Technical Education, Delhi
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Home

Notifications | Change Password | Logout

Name: Priya | Application Number: 201180000009

Contact Details

Correspondence Address

Premise No./Name: _____ Sub Locality/Colony (Optional): _____

Locality/City/Town/Village: _____ Country: India

State: --Select-- District: --Select--

Pin Code: _____

PREVIOUS | **SAVE & NEXT**

The following Page will appear.

The candidate needs to Upload the documents as required in support of his claim made in the application form.

The candidate needs to upload the document in format and size as given in Document specifications as shown on table in the online admission portal.

S.No.	Required Document	Document Specifications	Document Number/Id	Upload
1	Photograph	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	NA	Choose File No file chosen
2	10th Marksheet/Certificate	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	Document Number/Id	Choose File No file chosen

The candidate needs to Click on **Choose file** and select the document to be uploaded and upload the document. Document number needs to be filled in the column provided and when all documents are uploaded press: **Submit and Preview** button.

Candidate needs to upload all the documents as asked to upload in the portal. If portal asks for uploading some document which is not relevant to the candidate then the candidate should write "NOT APPLICABLE" on a white sheet and upload its PDF.

If candidate does not have a certificate then candidate should give an undertaking stating "his her correct information, reason for not uploading the certificate and certificate that" Candidate would submit his/her certificate at the time of admission and non submission of certificate at the time of admission would lead to cancellation of admission and removal of candidate from further counsellings." And upload signed copy of this information in PDF form.

The following screen will appear.

Online Counselling System x +
https://democounselling.nic.in/CommonCouns/Registration/UploadDocument.aspx

- View/Edit Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Contact Detail
- Upload Documents/Images**
- Preview & Final Submit
- Pay Registration Fee

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

itivrman.delhi@gmail.com

Sir C.V. Raman ITI, DheerPur, Delhi -110009

S.No.	Required Document	Preview	Check & Verify
1	Photograph	File Name: OBC.jpg Document Number/Id: NA  Click Here For Large View	<input type="checkbox"/> Self Verified
2	10th Marksheet/Certificate	File Name: OBC.jpg Document Number/Id: 12121212  Click Here For Large View	<input type="checkbox"/> Self Verified

SAVE FINALLY & NEXT

Online Counselling System x +
https://democounselling.nic.in/CommonCouns/Registration/CandidateProfile.aspx

State	DELHI (NCT)
District	NEW DELHI
Pin Code	110087
Mobile Number	901****354
Email Id	bhb*****com

Uploaded Documents

S.No.	Document Type	Document Number	View
1	10th Marksheet/Certificate	12121212	 Click Here For Large View

Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief. Any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read the information bulletin and understood all the procedures.

PREVIOUS **SAVE & FINAL SUBMIT**

Disclaimer:
Disclaimer: This site is designed and hosted by NIC eCounselling Division and the contents are provided by Admission Cell. For any further information, please contact Admission Cell.

NIC एन आई सी
National
Informatics
Centre

There after the candidate needs to press **“Final save and exit”** button

Then the candidate needs to **“Pay the online Registration Fee”** of Rs 200 through internet banking, debit card, credit card etc.

The screenshot shows the 'Fee Payment' page on the Online Counselling System. The page header includes the Department of Training and Technical Education, Delhi logo and navigation links. The main content area displays a form for paying the registration fee. The form includes a message: 'You are required to pay an amount of Rs. 200 /- .'. Below this, there is a 'Select mode of payment' section with a radio button for 'SBI MOPS'. Two buttons, 'Pay Fee' and 'Pay Fee (Demo)', are visible at the bottom of the form. The user's name 'Priya' and application number '20118000009' are displayed in the top right corner. The footer contains a disclaimer and the NIC logo.

After payment of registration fee, there would be preliminary Verification of candidate's uploaded documents. During this process the documents uploaded by the candidate would be compared with the details filled by the candidate by ITI officials. This process would normally take around 2 working days after filing of application by the candidate.

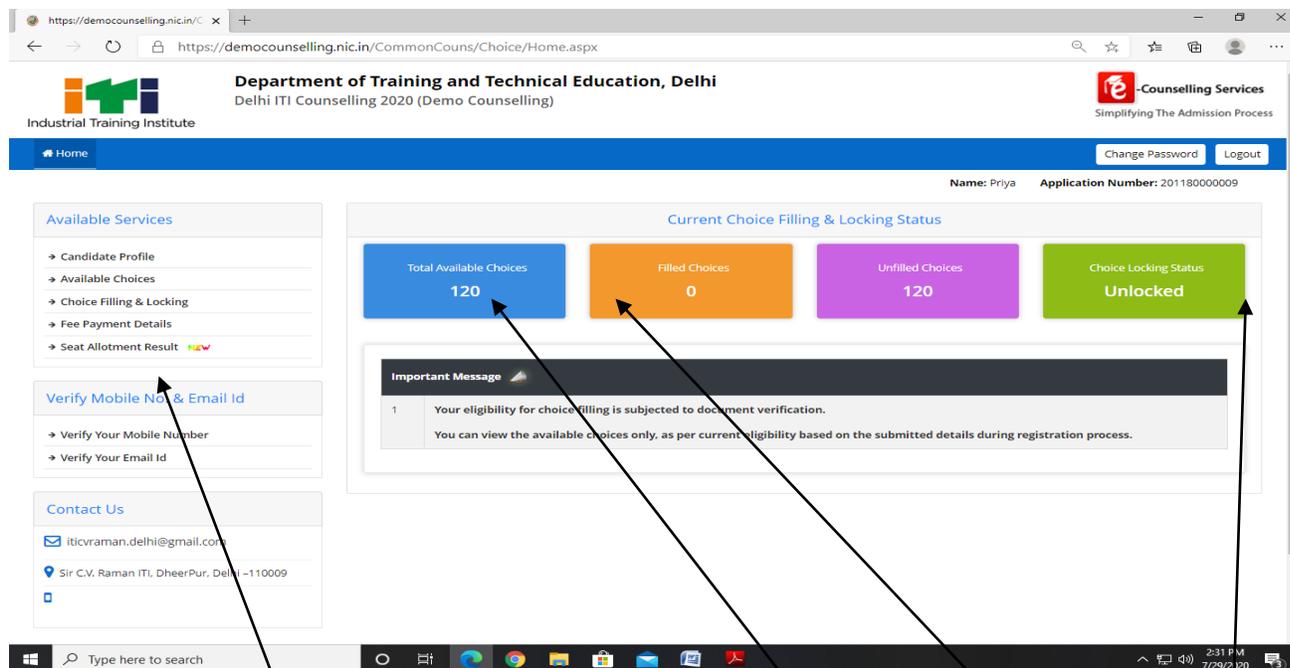
If some discrepancy is detected in the candidate's details then the same would be informed to the candidate through email on his registered email id. The candidates need to get the discrepancy removed within stipulated time i.e. Last date of verification and get his application verified for being eligible to participate in admission. For removal of discrepancy candidate needs to upload the requisite document in support of his claim on the online admission portal. Candidate can contact helpline numbers given in the contact details of Government ITI/BTC for help.

Verification is one time process and would be carried out within the stipulated time as given in the prospectus. No verification would be done after the stipulated time of verification so it is in the interest of candidate to get the objection/ discrepancy removed (if any) as soon as possible so that his application gets verified and he/she would be able to participate in admission process.

Non verified candidates would not be able to participate in admission process.

In some deserving objection/discrepancy cases the candidate may verified subject to undertaking by the candidate that he would get the discrepancy removed at the time of admission otherwise his allotted seat may be withdrawn and he would be out of further counseling's.

After verification the candidate needs to log into the online admission portal and fill Trade/ITI choices for participation in online admission process. The following screen will appear.



Sno	The screen is showing the following data.		
1.	Total Available Choices	Maximum number of Trade/ITI for which Candidate is eligible to apply as per his qualification, gender etc.	In above snap the candidate is eligible for 120 ITI/Trade choices
2.	Filled Choices	They are total number of ITI/Trade choices which the candidate has applied for participation in counseling.	In above snap the candidate has applied for 0 out of 120 choices ITI/Trade choices available to him/her
3.	Unfilled Choices	It signifies total ITI/Trade choices which the candidate has not applied for but the candidate is eligible to apply. Srl no 3 = Srl no 1 - srl no 2	Total unfilled choices in above Snap is 120.
4.	Choice Locking Status	Candidate needs to compulsorily lock his filled choices. Unlocked/not locked choices would not be considered for counseling.	Above candidates choices are not locked.

The candidate should click on **“Choice filling and locking”** for filling choices.

The following screen will appear.

The screenshot shows a web browser window with the URL <https://democounselling.nic.in/CommonCouns/Choice/ChoiceFilling.aspx>. The page header includes the Department of Training and Technical Education, Delhi, and the application number 20118000007. The user's name is listed as AJAY. The navigation menu includes Home, Choice Filling, Manage Filled Choices, Choice Interchange, Choice Rearrange, Multiple Deletion, Lock Choice, and Logout. Below the navigation, there are filters for All Institute Types, All Institutes, and All Programs. A search bar is present with a Filter button and a Clear All Filter button. The main content area is divided into two sections: Available Choice(S) and Filled Choice(S). The Available Choice(S) section shows a list of 213 available choices with columns for Institute, Program, and Action (Add). The Filled Choice(S) section shows 0 filled and 0 saved choices with columns for Institute, Program, Choice No., Remove, Up, and Down. A disclaimer is visible at the bottom of the page, and the NIC National Informatics Centre logo is on the right. The Windows taskbar is visible at the bottom of the browser window.

The **available ITI/Trade choices** will appear on the Right side. The candidate needs to click on “ADD CHOICE” to select choice. After clicking of “**Add**” button the selected choice will appear on right side.

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.

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 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 mathematics /science in qualifying exam then trades which had entry qualification of mathematics /science would not be displayed to him.

Only the choices which the candidate has filled and locked would be considered for admission in order of preference i.e. most preferred trade/ITI choice to be given **as 1st preference and the preference of the choice would become less preferred as the choice number increases.**

The screenshot displays the 'Choice Filling' section of the online counselling portal. At the top, there is a navigation bar with options like 'Home', 'Choice Filling', 'Manage Filled Choices', 'Choice Interchange', 'Choice Rearrange', 'Multiple Deletion', and 'Lock Choice'. Below this, there are filters for 'All Institute Types', 'All Institutes', and 'All Programs'. A search bar is provided to filter by institute name, address, or program name. The main area is divided into two columns: 'Available Choice(S)' and 'Filled Choice(S)'. The 'Available Choice(S)' column shows a list of 209 available choices, each with an 'Add' button. The 'Filled Choice(S)' column shows 4 filled choices, each with a 'Remove', 'Up', and 'Down' button. The 'Filled Choice(S)' table is as follows:

Institute	Program	Choice No.	Remove	Up	Down
ITI PUSA Institute Address: 110092	Turner - NCVT	1	Remove	Up	Down
ITI PUSA Institute Address: 110092	Machinist - NCVT	2	Remove	Up	Down
ITI PUSA Institute Address: 110092	Instrument Mechanic - NCVT	3	Remove	Up	Down
ITI ARAB-KI-SARAI Institute Address:	Instrument Mechanic - NCVT	4	Remove	Up	Down

At the bottom of the page, there is a disclaimer and the NIC logo (National Informatics Centre). The Windows taskbar is visible at the very bottom, showing the time as 4:36 PM on 7/29/2020.

Candidate can change the Priority of his/her filled choice by clicking on **up or down** buttons given on the left side of filled choice.

Candidate can use various drop down filters as given above to sort available choices in convenient formats.

Candidate can also change the priority of his/her choices by using choices in Top menu bar.

Thereafter candidate can select” **Save and Continue**” or “**Save and go to home**” as applicable to save choices.

The following screen will appear

Department of Training and Technical Education, Delhi
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Counselling Services
Simplifying The Admission Process

Home Change Password Logout

Name: AJAY Application Number: 20118000007

Available Services

- Candidate Profile
- Available Choices
- Choice Filling & Locking **NEW**
- Fee Payment Details
- Print Document Verification Letter
- Seat Allotment Result **NEW**

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

iticvraman.delhi@gmail.com

Sir C.V. Raman ITI, DheerPur, Delhi -110009

Current Choice Filling & Locking Status

- Total Available Choices: 213
- Filled Choices: 4
- Unfilled Choices: 209
- Choice Locking Status: Unlocked

After saving the candidate needs to lock choices. For locking click on **“Choice Filling and Locking”** option and then click on **“lock choice”** button.

Department of Training and Technical Education, Delhi
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Counselling Services
Simplifying The Admission Process

Home Choice Filling Manage Filled Choices Choice Interchange Choice Rearrange Multiple Deletion Lock Choice Logout

Name: AJAY Application Number: 20118000007

Locking Agreement

After locking, Candidate is not allowed to make any modifications in Filled Choice(s). Please check all the Filled Choice(s) carefully before Locking.

I agree to lock my choice(s) I will lock my choice(s) later

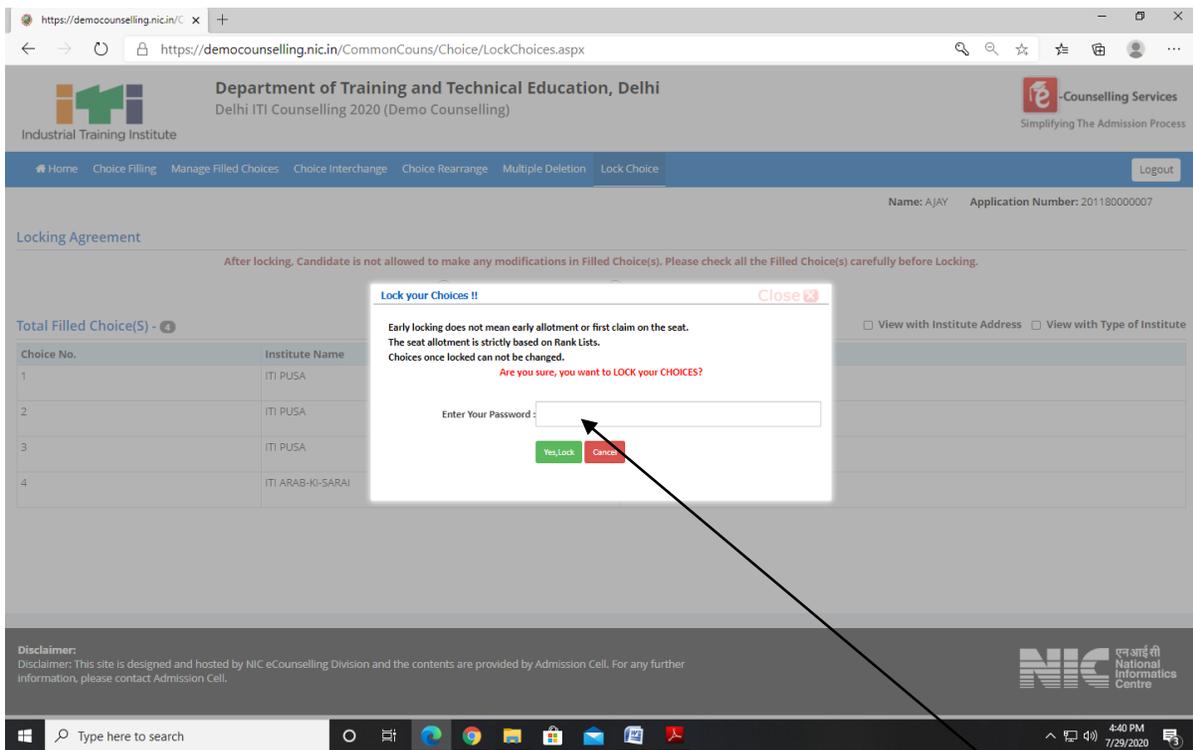
Total Filled Choice(S) - 4 View with Institute Address View with Type of Institute

Choice No.	Institute Name	Program Name
1	ITI PUSA	Turner - NCVT
2	ITI PUSA	Machinist - NCVT
3	ITI PUSA	Instrument Mechanic - NCVT
4	ITI ARAB-KI-SARAI	Instrument Mechanic - NCVT

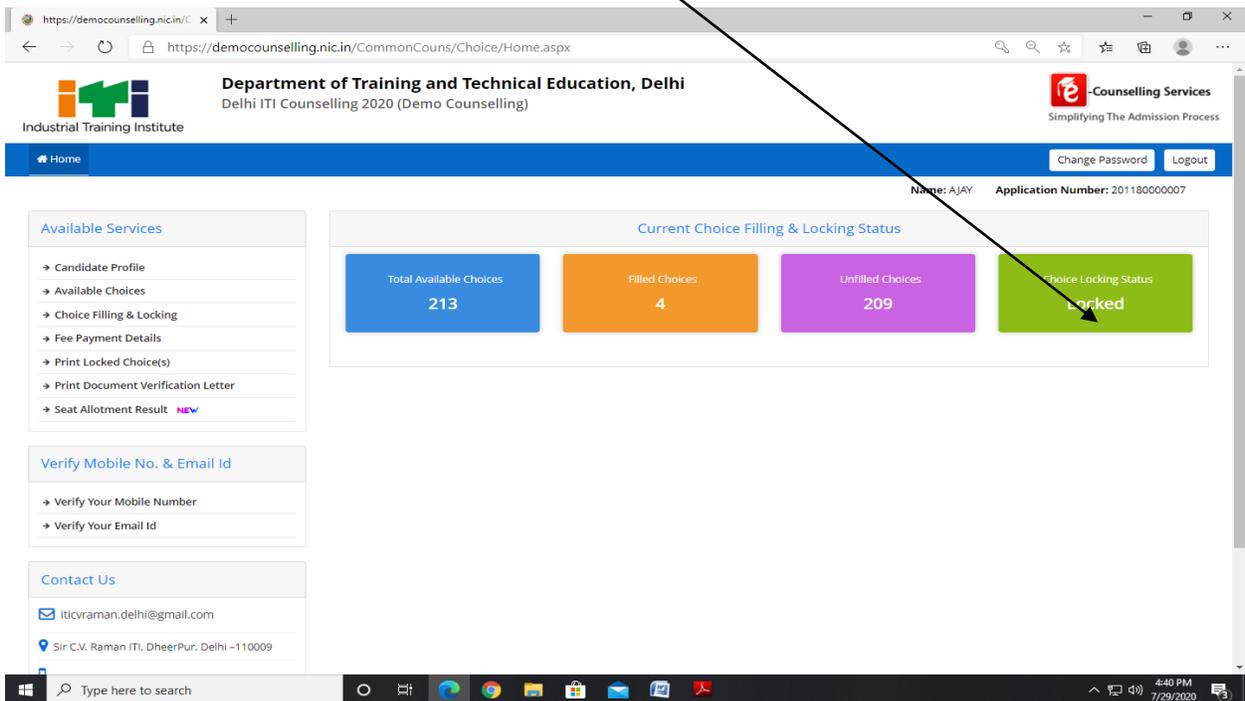
Disclaimer:
Disclaimer: This site is designed and hosted by NIC eCounselling Division and the contents are provided by Admission Cell. For any further information, please contact Admission Cell.

NIC एन आई सी
National Informatics Centre

Now select the radio button **“I agree to lock my choices”**.



The above dialogue box will appear on the screen. Candidate needs to fill the **Password** in the dialogue box and click on submit. The following screen will appear and confirm that candidate's choices are **"Locked"**.



Choices once locked cannot be changed and would be treated as final.

Candidate can Print locked choices by clicking on **“Print Locked Choice”** Button.

The screenshot shows a web application interface for a candidate. The browser address bar displays <https://democounselling.nic.in/CommonCouns/Choice/PrintLockedChoice.aspx>. The page header includes a navigation bar with 'Home', 'Change Password', and 'Logout' buttons, and user information: 'Name: AJAY' and 'Application Number: 20118000007'.

The main content area is divided into several sections:

- Available Services:** A list of navigation options including 'Candidate Profile', 'Available Choices', 'Choice Filling & Locking', 'Fee Payment Details', 'Print Locked Choice(s)', 'Print Document Verification Letter', and 'Seat Allotment Result' (marked as 'NEW').
- Choice Locking Details:** A table showing the locking status and details.

Locking Status :	LOCKED	Locking IP:	10.2.14.68
Locking Date & Time:	29/07/2020 16:43:00 PM	Locking Code :	EE303F7CB66131DD70A1E16BC819A1B9
Round Number:	1		
- Total Filled Choice(S) - 4:** A table listing the filled choices.

Choice No.	Institute Name	Academic Program Name
1	ITI PUSA	Turner - NCVT
2	ITI PUSA	Machinist - NCVT
3	ITI PUSA	Instrument Mechanic - NCVT
4	ITI ARAB-KI-SARAI	Instrument Mechanic - NCVT
- Contact Us:** Information including the email 'itivrman.delhi@gmail.com' and the address 'Sir C.V. Raman ITI, DheerPur, Delhi -110009'.

At the bottom of the choice details section, there is a button labeled 'Download Locked Choices Letter'. Two black arrows originate from the text above: one points to the 'Print Locked Choice(s)' option in the 'Available Services' menu, and the other points to the 'Print Document Verification Letter' option in the same menu.

Candidate can print verification Letter by clicking on **“Print Verification Letter”**.