

## **PORTAL FOR REGISTRATION FOR ONLINE ADMISSION 2022**

- ❖ The candidates can register for online admission from any of the internet access points through the portal <http://www.itidelhi.admissions.nic.in>.
- ❖ The Registration form should be filled-up carefully in ENGLISH language only as per the instructions.
- ❖ Only one Registration form is to be filled to apply in different trades/ITIs.
- ❖ Mobile number and email Id can be used only once for registration. The same mobile number or email ID cannot be used for a different registration.

### **Documents required at the time of registration**

Scanned copy of following original documents in PDF format and recent photograph in jpg format must be uploaded at the time of registration. Size of the PDF documents must be greater than 50 kb and less than 200 kb. The documents have to be uploaded as color scan of **original document** only and should have to be legible. Scan of copy/photo copy of the document will not be accepted.

- a. **Category Certificate (If Applicable):** SC/ST/OBC+NCL/EWS certificate in PDF format needs to be uploaded. (If applicable).
- b. **Sub Category Certificate (If Applicable):** J&K, NCC, Defense Personnel, Divyang (PWD), Minority, Staff Ward, Delhi Government Employee in PDF format needs to be uploaded. (If applicable).
- c. **Certificate from Delhi Government registered orphanage regarding being inmate of orphanage.** (If applicable).
- d. **Certificate from BDO regarding school and residence of candidate located in rural area of Delhi.** (If Applicable).
- e. **Qualifying Certificate:**
  - 10<sup>th</sup> Class mark Sheet &/or 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 like D.O.B., School State.
  - 8<sup>th</sup> Class certificate&/or Mark Sheet 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.(If 8<sup>th</sup> class marks are not filled by candidates then his/her 8<sup>th</sup> class rank would be prepared based on 10<sup>th</sup> class marks)
  - Certificate from Headmaster/ Principal of school as per Annexure VIII of prospectus. (Only, in case the candidate has filled 8<sup>th</sup> class marks.)

## **f. Undertaking by Candidate(Compulsory)**

- Duly filled and signed undertaking as per **Annexure XV at page no. 88** of prospectus is to be submitted in candidates own hand writing and uploaded in the PDF Format. Size of the PDF documents must be greater than 20 kb and less than 200 kb.

## **Photograph**

Scanned image of color photograph in jpg format needs to be uploaded. Size of the photo image must be greater than 20 kb and less than 50 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.

## **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.

<b><u>STAGES FOR ADMISSION</u></b>	
Tentative dates for various stages of admission are given in the “Tentative Schedule” section of portal	
<b>REGISTRATION</b>	1. Generation of application number and password.
	2. Filling of information as asked.
	3. Documents Uploading
	4. Candidate needs to upload all the documents as asked in the portal. If portal asks for uploading some document which is not relevant to the candidate then the candidate should write <b>“Name of Document” is “NOT APPLICABLE”</b> on a white sheet, SIGN and upload its PDF.
	5. If certificate is not available with the candidate due to genuine reason, then the candidate should upload an undertaking as per annexure XVI of prospectus stating :- a) His/ her correct information. b) Reason for not uploading the certificate. c) 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 counselling.” And upload self-attested copy of an Undertaking in PDF format.
	6. It is at the discretion of ITI/DTTE whether to accept the undertaking or file objection.
	7. Registration Fee Payment.

<p style="text-align: center;"><b>ONLINE VERIFICATION</b></p>	<ol style="list-style-type: none"> <li>1. 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 relaxation in providing information then the candidate's details will be verified. <b>Accepting candidate's documents at the time of verification is only meant for allowing candidate to participate in counselling.</b> However the candidate needs to compulsorily produce original documents at the time of counselling for taking Admission and failure to produce original documents at the time of counselling will lead to cancellation of allotted seat and removal of candidate from participating in further counselling's.</li> <li>2. If any discrepancy is found by verifying official, the candidate can view the discrepancy by logging into the online admission portal. Reply to the objection can be given by the candidate through online admission portal. 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 would lead to cancellation of candidature of candidate. It is the responsibility of candidate to get the discrepancy removed.</li> <li>3. SMS may be sent to the candidate regarding the same, but non receipt of SMS would not be an excuse for non-removal of objection by the candidates so candidates are advised to regularly check their status by logging on to online admission portal. The candidate should check his/her verification status on Online Admission Portal.</li> </ol>
<p style="text-align: center;"><b>Choice Filling</b></p>	<ol style="list-style-type: none"> <li>1. After verification candidates needs to fill his/her ITI/Trade choices within stipulated time of choice filling.</li> <li>2. It is advised that the candidate should make a list of trades/ITI choices beforehand in preference order as per Performa attached as per Annexure XI Candidate can use "Map with location" of various admitting ITI available in the prospectus and locate the distance of ITI's from his/her residence. This information would come handy to candidate while filling trade/ITI choices.</li> <li>3. After filling the choices, the candidate must save the filled choices and thereafter "Lock" Filled choices.</li> </ol>
<p style="text-align: center;"><b>Rank Generation and Objection filing</b></p>	<ol style="list-style-type: none"> <li>1. <b>Tentative rank List Display:</b> The candidate must thoroughly check his/her details in the online <b>tentative rank</b> list displayed on the website.</li> <li>2. <b>Objection Filing by candidate:</b> if candidate finds any incorrectness/ discrepancy in his/her verified details then he/she must file objection regarding the same. For filing objection the candidate must visit the verifying ITI with verification slip, correct details and proof of the same within the stipulated time for objection filing.</li> </ol>

	<p><b>Final Rank List Generation:</b> Final rank list will be displayed after incorporating the valid correction. Candidate must note his rank for future reference</p>
<p><b>COUNSELLING</b></p>	<p>The result of counselling (seat allotment result) would be displayed on the online admission portal.</p> <p><b><u>Checking of allotment result</u></b>  Candidates can find their allotment status by logging into the Online Admission portal (<a href="http://www.itidelhi.admissions.nic.in">www.itidelhi.admissions.nic.in</a>) using his/her User ID and password.</p> <p><b><u>No seat allotted Candidates</u></b>  If no seat is allotted to the candidate then he/she would automatically participate in next counselling so they need to wait for next counselling result. However they can reshuffle /fill new/delete trade choices on stipulated dates for reshuffling of trades.</p> <p><b><u>Only for seat allotted candidates</u></b>  Candidates who are allotted a seat in counselling (Including Upgraded/Retained candidates of previous round and Fresh allotment candidates) needs compulsorily select his/her preference (upgrade(only available in first counselling) * /freeze#) online. Freezing /Up gradation of allotted seat Counselling would be available on stipulated dates given on the online admission portal (<a href="http://www.itidelhi.admissions.nic.in">www.itidelhi.admissions.nic.in</a>).</p> <p><b><u>Freezing means</u></b> 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.</p> <p><b><u>Up-gradation means</u></b> that candidate wants to participate in next counselling 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. After up gradation candidate needs to wait for next counselling. However they can reshuffle /fill new/delete trade choices on stipulated dates. This option is only available during first counselling only.</p> <p><b><u>Only for Freeze Preference candidates</u></b>  Candidates who opt for <b>freezing preference</b> need to follow the following process for completing the admission process:-</p>

**1. Physical Reporting:** Physical Reporting of candidate for Counselling at Allotted ITI would be done on stipulated dates from 9:30 AM to 4:30PM. The details (helpline nos/ address etc) of ITI's are available on the online admission portal and prospectus. The candidate should call (Preferable)/visit the allotted ITI and take the appointment (time slot) for physical verification beforehand so as to avoid un-necessary rush. However directly reporting candidates may also be physically verified if work load is less else they would be given time slot (date and time) by admitting ITI for physical verification.

**2. Online Fee Submission:** Candidate needs to pay Online Admission Fee on stipulated dates after physical reporting. If a candidate pays fee first and then is not able to successfully complete physical reporting due to any reason then his/her allotted seat would get cancelled, fee paid would not be refunded and would be out of counselling process.

The following documents would be required at the time of Physical reporting at allotted ITI:-

1. Copy of seat Allotment letter
2. Copy of Provisional admission Slip
3. All his original certificates
4. Set of self attested photocopies of documents to be submitted at the allotted ITI.
5. Medical fitness certificate
6. Self Attested Prohibition of Ragging undertaking
7. Undertaking
8. Self attested Character certificate
9. Aadhar card of candidate
10. Three Pics of candidate

### **Important Points**

If a admitted candidate who does not physically report to provisionally admitting ITI within stipulated time, then his/ her provisional admission would be cancelled and fee paid would not be refunded and he/she would be out of admission process.

If a candidate reports to admitting ITI but is not able to provide/show the certificates as given in the above table then his/her provisional admission would be cancelled and fee paid would not be returned and he/she would be out of admission process. So to avoid such situation it is advised (at the discretion of candidate) that candidate may visit the allotted ITI with all the documents and get them checked for correctness (Before last date of freezing/ fee payment) and then pay the admission fee and physical verification. If candidate is satisfied with the correctness and completeness of his/her documents then he/she can pay the fee beforehand and then physically report to allotted ITI within stipulated time. Helpdesks for this purpose would be working in all admitting ITI's from date of declaration of result.

If candidate has submitted undertaking of some document and the document is still not available with him but may get available after some days then he/she may opt for up gradation option (first counselling only) and in this way he will get time to get the document before next counselling. Please see up gradation option as given above. If such candidate wants to hold currently allotted seat in next counselling then he/she can put the allotted trade/ITI as top option or else based on merit a higher choice seat may be allotted to the candidate and he/she would lose the previously allotted seat. If no upgraded seat is allotted than candidate would retain his/her previously allotted seat

### **(For All Non Admitted Candidates)** **Seat Vacancy Display and Choice Filling After Counselling**

Non allotted, upgraded and verified candidates who have not filled any trade choice may add, delete \*and/or reshuffle their Trade/ITI choice after counselling during stipulated days for choice filling.

\*Important choice filling note for upgraded candidates only: The allotted seat of the previous counselling would

appear in different shade/colour and cannot be deleted. Only the choices placed above the allotted seat of previous counselling would be considered for next counselling/ seat allotment. However candidate can reshuffle the priority of his/her choice including upgraded seat of previous counselling.

**Note:** Verified candidates who have gone out of admission process due to non reporting can opt for participation in remaining counselling by logging on to online admission website and accepting the consent within stipulated time of choice filling. The consent would appear on online admission portal once candidate log into portal using his login id and password.

The above information is subject to change and same may be intimated on online admission website.