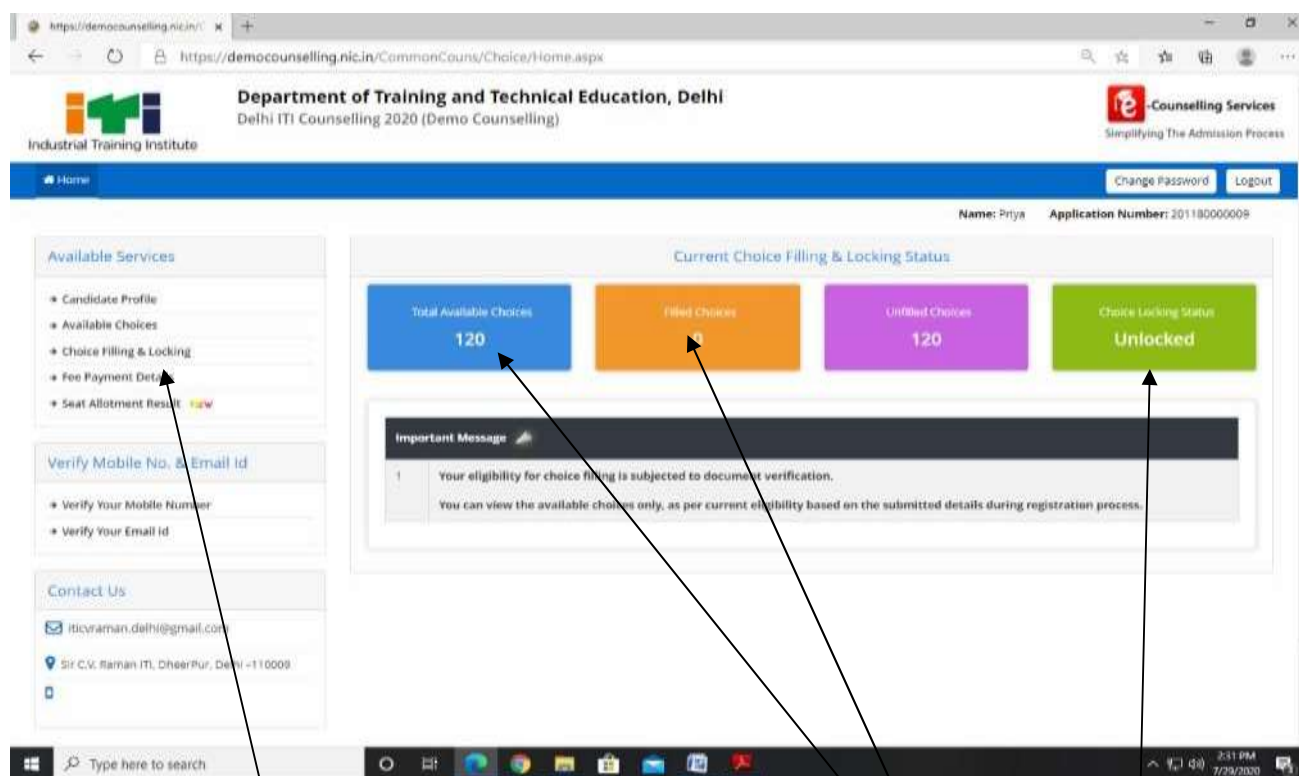


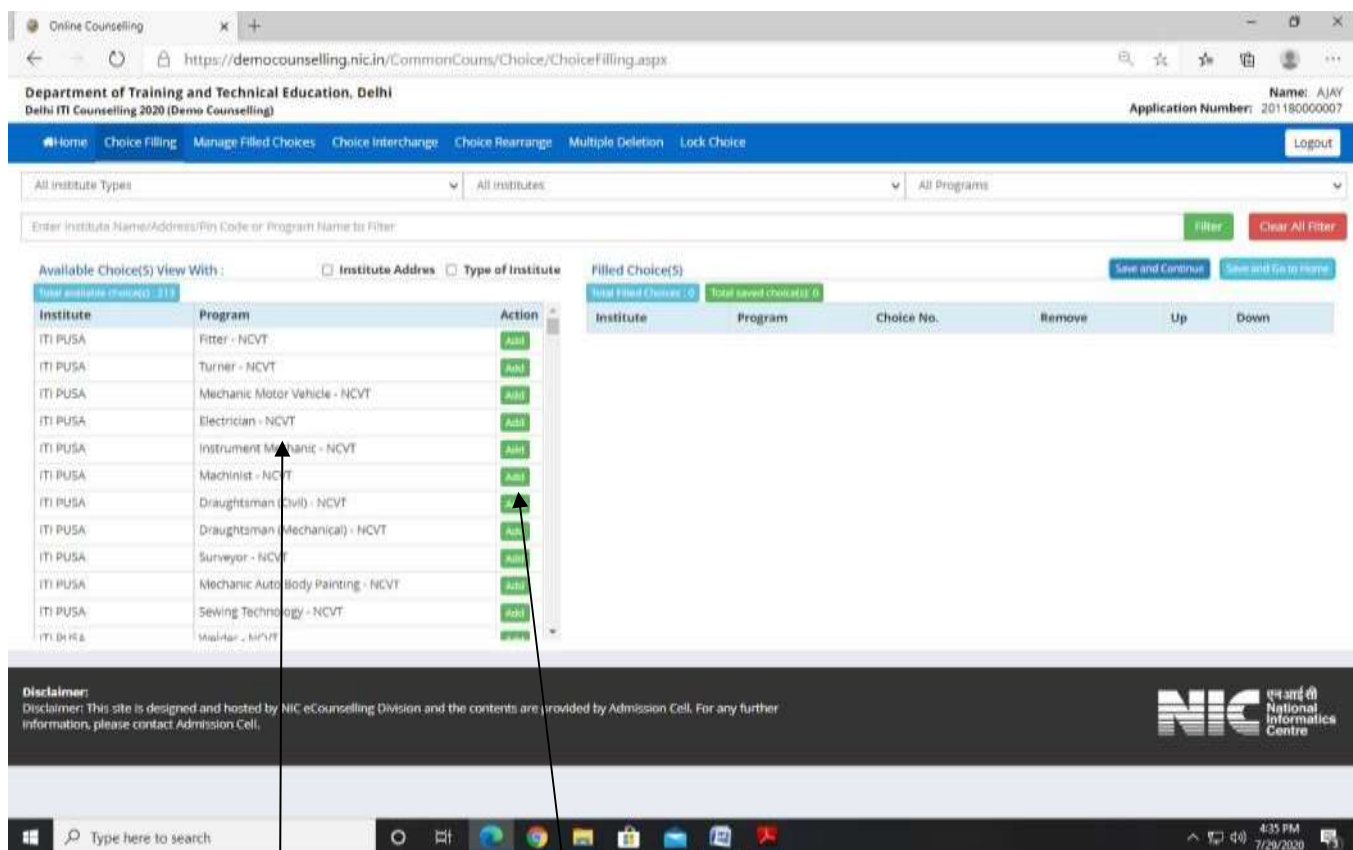
CHOICE FILLING GUIDELINES



S. No.	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 counselling.	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. S.No 3 = S.No 1 – S.No. 2	Total unfilled choices in above Snap are 120.
4.	Choice Locking Status	Candidate needs to compulsorily lock his filled choices. Unlocked/not locked choices would not be considered for counselling.	Above candidates choices are not locked.

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

The following screen will appear.



The **available ITI/Trade choices** will appear on the Left side. The candidate needs to click on “ADD CHOICE” to select choice. After clicking on “**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 “**Total Available 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 and science in qualifying exam then trades which had entry qualification of mathematics and science would not be displayed to him/her.

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' interface of the Delhi ITI Counselling 2020 (Demo Counselling) application. The top navigation bar includes 'Home', 'Choice Filling', 'Manage Filled Choices', 'Choice Interchange', 'Choice Rearrange', 'Multiple Selection', 'Lock Choice', and 'Logout'. The application number is '20118000007' and the user name is 'AJAY'. The interface features several filters: 'All Institute Types', 'All Institutes', and 'All Programs'. A search bar is provided with a 'Filter' button and a 'Clear All Filter' button. The main area is split into two sections: 'Available Choice(S) View With' and 'Filled Choice(S)'. The 'Available Choice(S)' section shows a list of 209 available choices, each with an 'Add' button. The 'Filled Choice(S)' section shows a table of 4 filled choices, each with a 'Remove' button and 'Up'/'Down' buttons to adjust priority. At the bottom, there are 'Save and Continue' and 'Save and Go to Home' buttons. A disclaimer and the NIC logo are also visible.

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

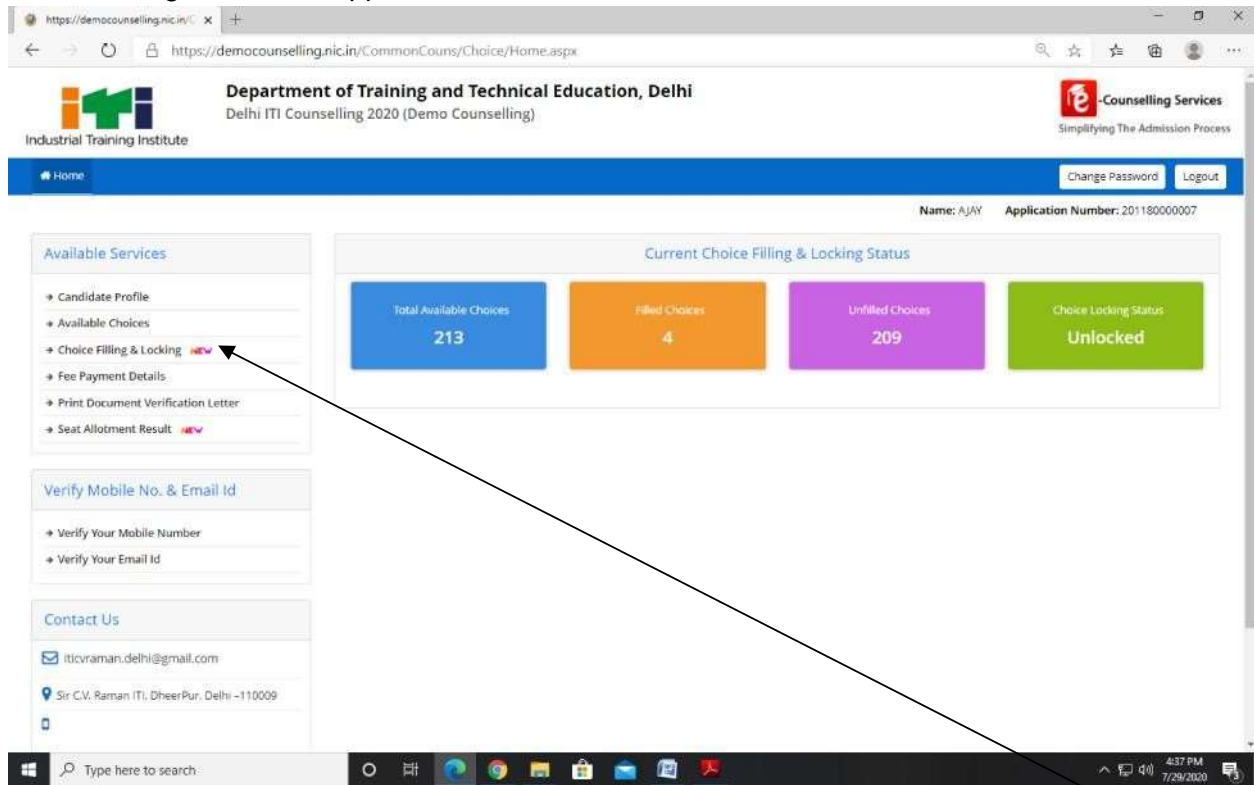
Candidate can change the Priority of his/her filled choice by clicking on **up or down** buttons given on the right side of filled choice.

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

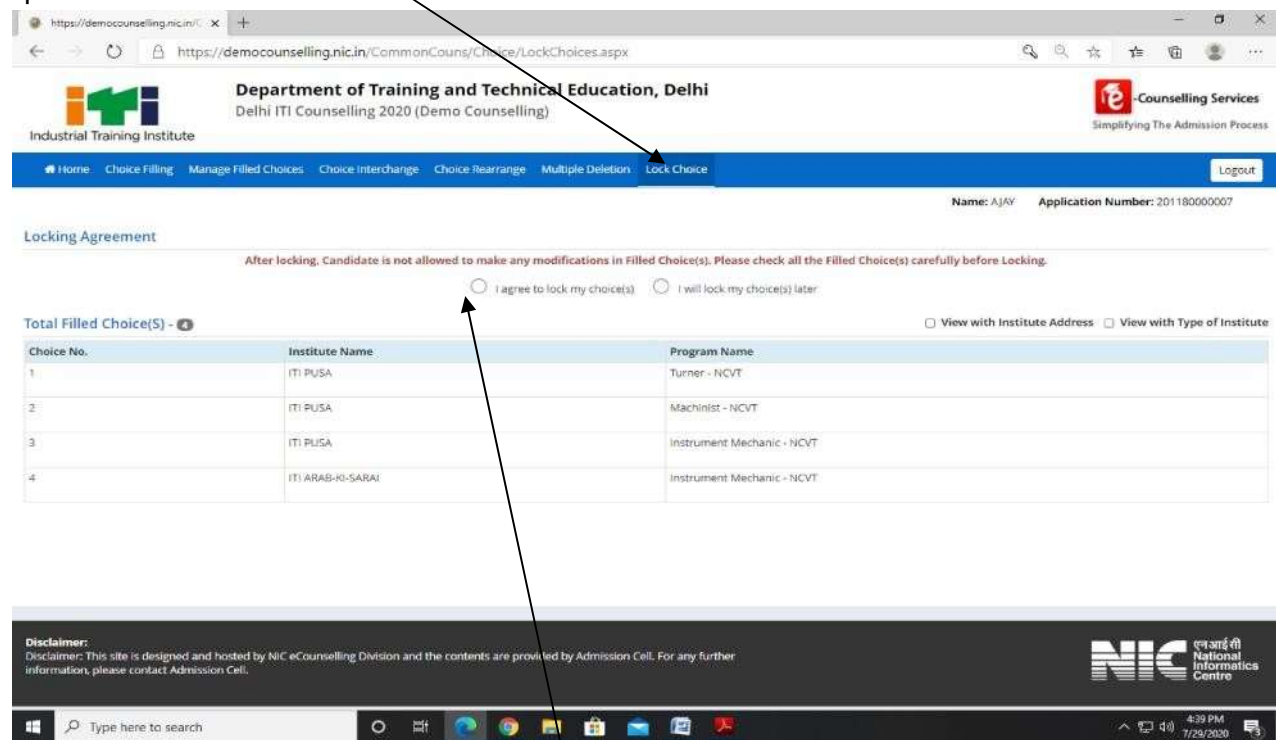
Candidate can also change the priority of his/her choices by using choices in Top menu bar.

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

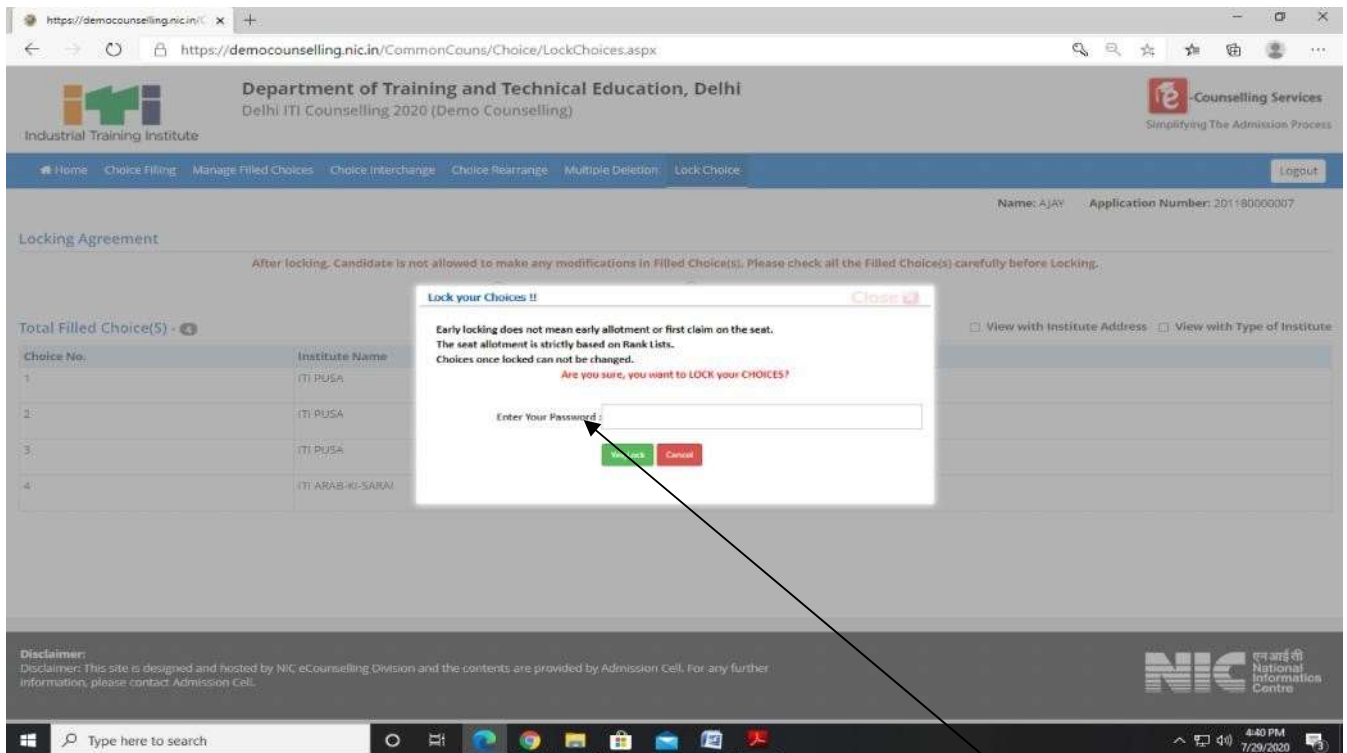
The following screen will appear



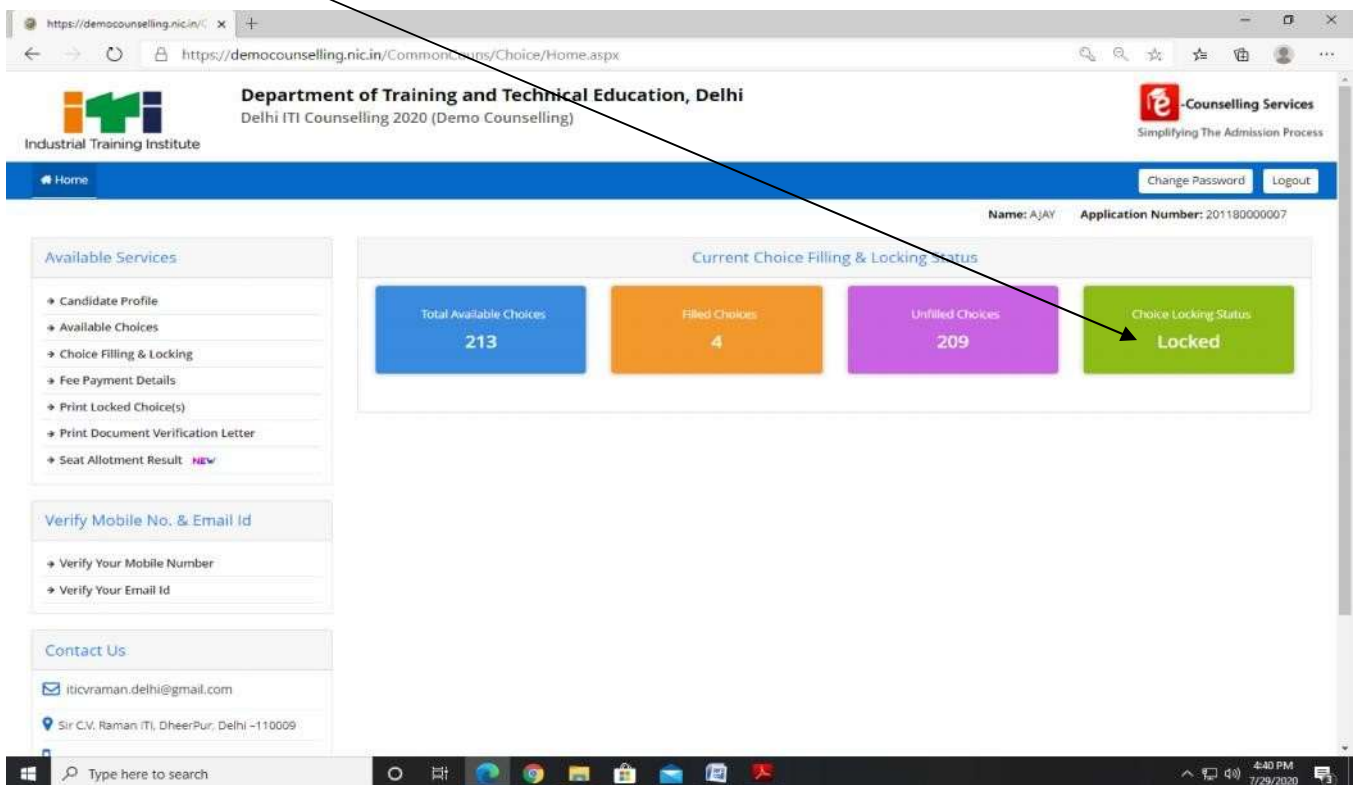
After saving the candidate needs to lock choices. For locking click on “Choice filling and Locking” option and then click on “lock choice” button.



Now select the round 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 the democounseling.nic.in website interface. The left sidebar contains a menu with the following items: Candidate Profile, Available Choices, Choice Filling & Locking, Fee Payment Details, Print Locked Choice(s) (highlighted with a blue arrow), Print Document Verification Letter (highlighted with a blue arrow), and Seat Allotment Result. The main content area displays 'Choice Locking Details' with a table showing 'LOCKED' status, locking date/time (29/07/2020 15:43:00 PM), and locking code (EE303F7CDE6131DD70A1E16BCB19A1B9). Below this is a table titled 'Total Filled Choice(5)' with 4 rows of data. A 'Download Locked Choices Letter' button is visible at the bottom of the main content area. The browser address bar shows the URL: https://democounseling.nic.in/CommonCourse/Choice/PrintLockedChoices.aspx. The user's name is AJAY and the application number is 20118000007.

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-B-SARAJ	Instrument Mechanic - NCVT

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