CHOICE FILLING GUIDELINES

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	Delhi ITI Counsell	f Training and Technical Education, Delhi ing 2020 (Demo Counselling)	Counselling Service
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	Total Available Choices Filled Choices	Maximum number of Trade/ITI for which Candidate is eligible to apply as per his qualification, gender etc. They are total number of ITI/Trade choices which the candidate has applied for participation in counselling. 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	candidate is eligible for 120 ITI/Trade choices In above snap the candidate has applied for 0 out of 120 choices ITI/Trade choices available to him/her Total unfilled choices in above Snap are 120.
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The candidate should click on "Choice filling and locking" for filling choices.

The following screen will appear.

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The **available ITI/Trade choices** will appear on the Lift 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.

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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

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

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Now select the round button **"I agree to lock my choices"**.

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Total Filled Choice(5) - 😋		Early locking does not mean early allotment or first claim on the seat. The seat allotment is strictly based on Bank Lists.	View with Institute Address View with Type of Institute
Choice No.	Institute Name	Choices once locked can not be changed. Are you sure, you want to LOCK your CHOICES?	
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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".

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

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I CERTIFICATION CONTRACTOR		Departi	oarl Lockerl Choices Letter					

Candidate can print locked choices by clicking op "Print Locked Choice" Button.

Candidate can print verification Letter by clicking on "Print Verification Letter".