

Online Admission 2023

Counseling Guidelines For Candidates

First Counseling seat allotment result would be displayed on the online admission portal on **24.07.2023(Tentative)**. Candidate can get their allotment status by logging into the Online Admission portal (itidelhi.admissions.nic.in) using his/her User ID and password.

If **no seat is allotted** to the candidate then he/she would **automatically participate in next counseling** so they need to wait for next counseling result. However they can reshuffle /fill new/delete trade choices on stipulated dates i.e. **31.07.2023 TO 01.08.2023**(Tentative).

(Only for seat allotted candidates)

Candidates who are allotted a seat in first counseling need compulsorily select his/her preference (upgrade * /freeze#) online. Freezing /Up gradation of allotted seat for First Counseling would be available from **25.07.2023 to 28.07.2023** on the online admission portal (itidelhi.admissions.nic.in).

Freezing means 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.

***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 then candidate would retain his/her previously allotted seat. After up gradation candidate needs to wait for next counseling. However they can reshuffle /fill new/delete trade choices on stipulated dates i.e. **31.07.2023 TO 01.08.2023** (Tentative).

(Only for Freeze Preference candidates)

Candidates who opt for **freezing preference** need to follow the following process for completing the admission process:-

1. Physical Reporting: Physical Reporting of candidate for First Counseling at Allotted ITI would be done from **25.07.2023 to 28.07.2023** on working days from 9:30 am to 4:30Pm. Candidate must visit allotted ITI with original documents and a copy of self attested photocopies of documents as per list given below.

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: Payment of Online Admission Fee would be open from **25.07.2023 to 30.07.2023**. Fee once paid is non-refundable.

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

Sno	Name Of Document	Remarks
1.	Copy of Allotment letter.	Download from Online Admission Portal.
2.	All his original certificates	1. Qualifying Mark sheet & certificate. 2. Category certificates (SC/ST/OBC/EWS as/if applicable). 3. Sub Category certificates (PwbD /DefensePersonnel/ NCC/SW/ DG/DP/ MINORITY/ ORPHAN) If applicable. 4. Weight age Certificates (Rural/ Defense Personnel).
3.	Set of self attested photocopies of documents at the allotted ITI	As above
4.	Medical fitness certificate	Annexure I of prospectus
5.	Self Attested Prohibition of Ragging undertaking	Annexure III of prospectus
6.	Undertaking	Annexure IV of prospectus
7.	Self attested Character certificate	Annexure II of prospectus
8.	Aadhar card of candidate	For MIS Portal updation
9.	Three Pics of candidate	Recent Pics

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. Helpdesks for this purpose would be working in all admitting ITI's.

If candidate has submitted undertaking of some document and the document is still not available with him/her but may get available after some days then he/she may opt for up gradation option and in this way he will get time to get the document before next counseling. Please see up gradation option as given on page number 1. If such candidate wants to hold currently allotted seat in next counseling 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 then candidate would retain his/her previously allotted seat

UPGRADED CANDIDATES CHOICE FILLING NOTE

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.

FORM OF MEDICAL CERTIFICATE

(To be signed by Registered Medical Practitioner)

(TO BE SUBMITTED AT THE TIME OF ADMISSION)

I certify that I have carefully examined Sh./Smt./Km.
.....Son/daughter/Wife of Shri
Whose signature is given below. As a result of his/her examination I certify that nothing
adverse has been found which may disqualify him/her from admission to a technical
institution under the Government of Delhi. I have to further add that:

1. His/her eyes appear to be
2. His/her heart & lungs are clear
3. His/her weight is
4. His/her height is
5. He/she does not wear glass/wear glass with vision.
6. He/she has not have any disease, mental and bodily infirmity, which
will make him/her, unfit in the near future for an active life and
training.

Mark of identification

Signature of the candidate

.....

Name & Signature of the

Medical Officer with seal

& Registration no.....

CHARACTER CERTIFICATE

(Declaration To be submitted at the Time of Admission)

Certified that I know Mr./Ms./
 Son/daughter of Shri.....Resident of

 from the lastyearsmonths. He/she bears a
 good moral character and is ofnationality. He/ She is not related
 to me.

Place:

Date:

Signature

 Name (in Capital Letters)
 Designation &Address with Stamp

This certificate should be from any one of the following:

1. Principal/Head Master of the recognized School/ College/ Institution where the candidate studied last;
2. Gazette Officer of Central or State Government;
3. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinarily resident;
4. Sub-Divisional Magistrates/ Officers;
5. Tehsildars or Naib/ Deputy Tehsildars authorized to exercise magisterial powers
6. Block Development Officer.
7. Self-attested certificate by the candidate is also valid.

PROHIBITION OF RAGGING

(Self-declaration to be submitted at the time of admission)

I, _____ son/ daughter of Sh. _____ resident of _____ hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished appropriately

Place: Signature of the Candidate

Date:

Name of the candidate:

I, _____ Father/Guardian of Mr. /Ms _____

resident of _____ hereby declare that I am aware of the law regarding prohibition of ragging and I agree to abide by the punishment meted out to my ward in case the latter is found guilty of ragging.

Signature of Parent/Guardian

Name of Parent/Guardian

UNDERTAKING

(To be submitted at the Time of Admission)

1. I am liable to be struck off from the roll of Institution without notice in case I remain absent for 10 consecutive days without information / sanction of leave, unsatisfactory progress in the training, short of attendance below 50 %, failing in the aptitude test, Committing breach of discipline in the Institution.
2. I shall get two sets of prescribed uniform stitched within seven days from the day of reporting at admitted institute positively and shall wear the same daily right from my residence & till reaching back to the residence.
3. I shall have no objection in attending Institution as per the existing or changed timing by the institute as per shift timing.
4. I shall maintain at least 80% attendance in each subject for making me eligible for appearing in the each examination.
5. In case the trade in which I have got admission is not affiliated with National Council of Vocational Training or de-affiliated by National Council of Vocational Training, DGT, Ministry of Labor at any stage/reason, I have no objection to appear in the examination conducted and certified by State Council of Vocational Training.
6. I have no objection if I will be transferred to any other Institute due to any administrative reason whatsoever.
7. I will not carry/use mobile phone in the ITI campus.
8. I hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished as per guideline issued by the Honorable Supreme Court of India .
9. I will attend the Industrial visit / On-Job Training during the training period at various Industries at my own risk. In case of any accident, mis-happening or riots, I/We will not hold the Institute/Industry responsible for the same.

In case, I/We fail to abide myself as stated above, the Principal/Head of the Institute is empowered to take disciplinary action against me as per rules.

Yours faithfully

.....
(Full Signature of Parent/Guardian)

.....
(Full Signature)

Name :.....(Block Letters)

Name:(Block Letters)

Relation

Trade Roll No.