

## **Counseling Guidelines For Candidates**

Second Counseling seat allotment result would be displayed on the online admission portal on **07.08.2023(Tentative)**. Candidate can know their allotment status by logging into the Online Admission portal (itidelhi.admissions.nic.in) using his/her User ID and password.

### **Only for seat allotted candidates**

Candidates who are allotted a seat in counseling need to compulsorily select freeze preference online. Freezing of allotted seat for Counseling would be available from **08.08.2023 to 11.08.2023(Tentative)** on the online admission portal (itidelhi.admissions.nic.in). Freezing means 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.

Candidates after opting for **freezing preference** need to follow the following process for completing the admission process:-

**1. Physical Reporting:** Physical Reporting of candidate for second Counseling at Allotted ITI would be done from **08.08.2023 to 11.08.2023(Tentative)** from 9:30 am to 5:00 PM. Candidate must visit allotted ITI with original documents and a copy of self attested photocopies of documents as per list given below.

<b>Sno</b>	<b>Name Of Document</b>	<b>Remarks</b>
1.	Copy of Allotment letter.	Download from OnlineAdmission 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 Raggingundertaking	Annexure III of prospectus
6.	Undertaking	Annexure 1V ofprospectus
7.	Self attested Character certificate	Annexure II of prospectus
8.	Aadhar card of candidate	For MIS Portal updation
9.	Three Photos of candidate	Recent Photo

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:** Second counseling fee payment of Online Admission Fee would be open from **08.08.2023 to 13.08.2023 (Tentative)**. Fee once paid is non-refundable.
3. If allotted candidate does not physically report to admitting ITI or does not pay admission fee within stipulated time then seat allotted would be cancelled and candidate would be out of admission process.

### **For candidates who are not allotted any seat**

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. **16.08.2023 TO 17.08.2023(Tentative)**.

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 last .....years .....months. He/she bears a  
 good moral character and is of .....nationality. 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. ....