

FIRST COUNSELLING GUIDELINES FOR CANDIDATES

<u>Event</u>	<u>Tentative Date</u>
First Counseling result Display	15/7/2024
Allotted candidate seat preference selection (Freeze or upgrade/Float)	15/7/2024 to 19/7/2024
Reporting of allotted candidate of First Counseling at Allotted ITI	16/ 7/2024 to 19/7/2024
Fee Payment for First Counseling	16/7/2024 to 21/7/2024 till 23:59 PM

For checking the result of First counseling candidates needs to log into the Online Admission portal (www.itidelhi.admissions.nic.in) using his/her User ID and password.

No seat allotted Candidates

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 for reshuffling of trades.

Only for seat allotted candidates

Candidates who are allotted a seat in counseling needs compulsorily select his/her preference i.e upgrade/float or freeze).

Freezing /Up gradation of allotted seat Counseling would be available on stipulated dates on the online admission portal.

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 loose 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 counseling. However they can reshuffle /fill new/delete trade choices on stipulated dates. This option is only available during first counseling only.

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 counseling at Allotted ITI would be done on stipulated dates from 9:30 AM to 4:30PM. The helpline nos and address of the admitting 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 successful physical reporting.

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

1. Copy of Provisional seat Allotment letter
2. All original certificates i.e.
 - a) Qualifying certificate
 - b) Category certificate (If applicable)
 - c) Sub category certificate (If applicable)
 - d) Rural weightage certificate (If applicable)
 - e) Inmate of Delhi Government registered orphanage certificate (If applicable)
 - f) Any other document (If applicable or asked by verifying/admitting institute).
3. A Set of self-attested photocopies of documents (to be submitted at the allotted ITI.)
4. Medical fitness certificate (Format available in Prospectus)
5. Self-Attested Prohibition of Ragging undertaking (Format available in Prospectus)
6. Undertaking (Format available in Prospectus)
7. Self-attested Character certificate. (Format available in Prospectus)
8. Aadhar card of candidate
9. Three pics of candidate

IMPORTANT DIRECTIONS

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.

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 upgradation/float option (first counseling only) and in this way he will get time to get the document before next counseling. Please see up gradation option as given above.

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 than candidate would retain his/her previously allotted seat.

Seat Vacancy Display and Choice Filling After counseling

Non allotted, upgraded and verified candidates who have not filled any trade choice may add, delete *and/or reshuffle their Trade/ITI choice after first counselling from 23/7/24 to 25/7/24.