

STAGES OF ONLINE ADMISSION

I. REGISTRATION

For doing registration, candidate needs to visit online admission portal (itidelhi.admissions.nic.in) and click on "Fresh Candidate Registration Option" provided therein. Various activities related to registration process are as listed below:

1. Generation of application number and password.
2. Filling of information as asked.
3. Documents Uploading
4. Candidate needs to upload all the documents as asked in the portal. If portal asks for uploading some document which is not relevant to the candidate then the candidate should write "Name of Document" is "NOT APPLICABLE" on a white sheet, SIGN and upload its PDF.
5. If certificate is not available with the candidate due to genuine reason, then the candidate should upload an undertaking as per annexure XVI of prospectus stating:

His / her correct information.

Reason for not uploading the certificate.

"Candidate would submit his/her certificate at the time of admission and non- submission of certificate at the time of admission would lead to cancellation of admission and removal of candidate from further counseling." and upload Self- attested copy of above Undertaking in PDF format.

6. It is at the discretion of ITI/DTTE whether to accept the undertaking or file objection.
 7. Registration Fee Payment.
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II. PRELIMINARY VERIFICATION OF CANDIDATES INFORMATION

After successful registration and fee payment candidate's data is preliminarily verified as given below. Only after successful verification the candidate can fill choices and become eligible for participation in counseling.

ITI officials will preliminary check the information provided by candidate and may compare it with uploaded documents. If official is satisfied by the information provided or candidate is given some relaxation in providing information then the candidate's details will be verified. Accepting candidate's documents at the time of verification is only meant for allowing candidate to participate in counseling. However, the candidate needs to compulsorily produce original documents at the time of counseling for taking Admission and failure to produce original documents at the time of counseling will lead to cancellation of allotted seat and removal of candidate from participating in further counseling.

If any discrepancy is found by verifying official, the candidate can view the discrepancy by logging into the online admission portal. Reply to the objection can be given by the candidate through online admission portal. Any discrepancy/ incorrectness/ non submission of information/ hiding of information may lead to objection during verification and non- removal of objection by the candidate within stipulated time would lead to cancellation of candidature of candidate. It is the responsibility of candidate to get the discrepancy removed.

SMS may be sent to the candidate regarding the same, but non-receipt of SMS would not be an excuse for non-removal of objection by the candidates so candidates are

advised to regularly check their status by logging on to online admission portal. The candidate should check his/her verification status on Online Admission Portal.

III. RANK GENERATION AND OBJECTION FILING

1. **Tentative rank List Display:** The candidate must thoroughly check his/her details in the online tentative rank list displayed on the website.
2. **Objection Filing by candidate:** If candidate finds any incorrectness/ discrepancy in his/her verified details then he/she must file objection regarding the same. For filing objection, the candidate must visit the verifying ITI with verification slip, correct details and proof of the same within the stipulated time for objection filing.
3. **Final Rank List Generation:** Final rank list will be displayed after incorporating the valid correction. Candidate must note his rank for future reference.

IV. CHOICE FILLING

Choice filling option becomes active after Tentative Rank generation & successful documents verification of the candidate. Trade/ITI choice combinations can be filled by candidate by following steps as given below.

1. After verification, the candidate needs to fill his/her ITI/Trade choices within stipulated time of choice filling.
 2. It is advised that the candidate should make a list of trades/ITI choices beforehand in preference order as per Performa attached as per Annexure XI of prospectus.
 3. Candidate can use Map with location of various admitting ITI available in the prospectus and locate the distance of ITIs from his/her residence. This information would come handy to candidate while filling trade/ITI choices.
 4. After filling the choices, the candidate must save the filled choices and thereafter “Lock” filled choices.
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V. COUNSELLING

The result of counseling (seat allotment result) would be displayed on the online admission portal.

a) Checking of allotment result

Candidates can find their allotment status by logging into the Online admission portal (www.itidelhi.admissions.nic.in) using his/her User ID and password.

b) 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.

c) Only for seat allotted candidates

Candidates who are allotted a seat in counseling (Including Upgraded/Retained candidates of previous round and Fresh allotment candidates) needs compulsorily select his/her preference {upgrade (only available in first counseling) * / freeze#} online. Freezing/ Up gradation of allotted seat Counseling would be available on stipulated dates given on the online admission portal (www.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. This option is only available during first counseling only.

A. Only for Freeze Preference candidates

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

- i. **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 details (helpline no.s/ address etc) of ITIs 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 unnecessary 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.
 - ii. **Online Fee Submission:** Candidate needs to pay Online Admission Fee on stipulated dates after physical reporting. If a candidate pays fee first and then is not able to successfully complete physical reporting due to any reason, then his/her allotted seat would get cancelled, fee paid would not be refunded and would be out of counseling process.
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Documents Requirement

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

1. Copy of seat Allotment letter
2. Copy of Provisional admission Slip
3. All his original certificates
4. Set of self-attested photocopies of documents to be submitted at the allotted ITI
5. Medical fitness certificate
6. Self-Attested Prohibition of Ragging undertaking
7. Undertaking
8. Self-attested Character certificate
9. Aadhar card of candidate
10. Three pictures of candidate
11. Photocopy of Passbook/Cancel cheque (Aadhar seeded) clearly indicate account details 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 up gradation 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, then candidate would retain his/her previously allotted seat.

NOTE: (FOR ALL NON-ADMITTED CANDIDATES)

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 counseling during stipulated days for choice filling.

***Important choice filling note for upgraded candidates only:** 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: During any counseling round, verified candidates who have gone out of admission process due to non-reporting can opt for participation in remaining counseling by logging on to online admission website and accepting the consent within stipulated time of choice filling. The consent would appear on online admission portal once candidate log into portal using his login id and password.

The above information is subject to change and same may be intimated on online admission website.
