

FIRST COUNSELLING GUIDELINES FOR CANDIDATES

EVENTS	Tentative Date
First Counseling result Display	04.08.2026
Allotted candidate seat preference selection (Freeze or upgrade/Float)	05.08.2026 to 08.08.2026
Reporting of allotted candidate of First Counseling at Allotted ITI	05.08.2026 to 08.08.2026
Fee Payment for First Counseling	05.08.2026 to 09.08.2026 till 23:59 PM

For checking the result of First counseling candidates needs to log into the Online Admissionportal (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 nextcounseling so they need to wait for next counseling result. However they can reshuffle /fillnew/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 the online admission portal from **05.08.2026 to 08.08.2026**.

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 nextcounseling. 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 **05.08.2026 to 08.08.2026** from 9:30 AM to 4:30 PM. 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 before hand 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 Admission Fee Submission:** After successful physical reporting Candidate at allotted ITI candidates needs to pay Admission fee by logging onto online admission portal. The fee payment would be open from **05.08.2026 to 09.08.2026 till 23:59 PM.**

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

1. Copy of Provisional seat Allotment letter and verification slip.
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 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/her 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 counseling during from 11.08.2026 to 16.08.2026 for choice filling after first counselling.

Important choice filling note for only:

Verified candidates who have gone out of admission process due to non-reporting can opt for participation in remaining counseling rounds 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/her login id and password.