

CANDIDATE GUIDELINES FOR SPOT ROUND -1

Eligibility & Registration (Registration Dates:18th & 19th September 2026)

- **Eligibility:** All candidates who have paid the online registration fee and currently do not hold a seat in any ITI are eligible to participate.
- **Application Form:** Available free of cost at participating ITIs or downloadable directly from the online admission portal. No fresh registration fee is required.
- **Multi-Institute Application:** You can apply to multiple ITIs if you wish. However, each registration form you submit is valid **only** for the specific institute where you submit it.
- **Acknowledgement Slip:** Ensure you collect a signed copy of the acknowledgement slip from the counter after registering at the ITI.

Rank Generation & Merit List (21st September 2026)

- **Merit List Display Date: 21st September 2026** (shall be displayed prominently at Notice Board of the ITI and on the online portal).
- **Rank Computation:**
 - **8th Pass Trades:** Evaluated on the higher percentage between your 8th class and 10th class marks.
 - **10th Pass Trades:** Evaluations purely on the higher percentage of 10th class.
 - **Special Weightage:** Candidates under the **Rural Category** or **Ex-Serviceman Sub-Category** receive a 5% increase on their percentage
 - **Tie-Breaking:** If two or more candidates have the exact same percentage, the candidate who is **older in age** is given the higher rank.

Note- Candidates with any queries or objections regarding the rank list are advised to report directly to the respective admitting ITI.

Reporting & Seat Allotment (21st & 22nd September 2026)

- **Time Slots:** Check your designated reporting time slot created by the institute based on merit rank.
- **Attendance:** You must report to the institute during your designated slot and sign the official attendance register (Annexure 5) upon arrival.
- **Call by Merit:** Candidates will be called strictly in order of merit/rank to select available seats. Live vacancy positions will be updated and announced regularly.

Fee Payment & Document Verification

- **Full Fee Payment:** Once a seat is allocated, you must deposit the **entire fee** on the spot at the ITI desk.
- **Original Certificates Deposit:** Your original certificates will be retained by the institute until the completion of the Spot Admission process to prevent double admissions across multiple ITIs.
- **Admission Slip & Class Joining:** You will be issued an official Admission Slip showing fee details, trade assignment, and directions to report to your Group Instructor (G.I.) to begin classes.

For any Query related Admission candidate may email at caohelpline@gmail.com or contact at 9599704552.