

STEPS to be followed in the entire e-Counseling Process:

1. To participate in the e counselling the candidate shall fill all his particulars on the counselling website www.itiasam.nic.in under the option **New Candidate Registration**.

Candidate shall fill all his particular (Name of Candidate, Father Name, Mother Name, Category, Male/ Female, Mobile Number, E-Mail ID, Candidate's recent Coloured clear photo etc.) on the counselling website www.itiasam.nic.in under the option New Registration and upload documents/ Certificates.

2. After filling all the correct information, the candidate will take the printout of his filled particulars from Candidate profile. The candidate has to remember password filled during registration.

3. Candidate can correct his information by using the Edit Registration Module.

4. Candidate shall visit nearest Govt. ITI for verification of his documents with the particulars filled while registration. The candidate will be eligible for filling his choices only after verification of his particular by Govt. ITI.

5. The registration is one time process and it will be valid for entire online counselling.

6. After taking the printout, candidate shall have to visit the nearest Govt. ITI for verification of his/her documents with the particulars filled during registration, as per scheduled dates on all working days during office hours.

7. The candidates who have applied for the trade for entry qualification of class VIII pass trades shall produce the certificate in **format-I** along with mark sheet, while verification of their documents.

8. For 10th pass entry qualification they will produce HSLC pass documents & mark sheets at the time of verification.

9. The candidates of CBSE courses for whom mark sheet issued under CGPA system are to fill their marks of each subject by converting from CGPA (multiplying by 9.5 or the CGPA mentioned in the CBSE marksheet).

10. No grade is allowed to put in marks table.

11. Dibyang candidates shall have to submit their trade suitability certificate issued from National Career Service Centre for Differently Able, at ITI Guwahati campus, Gopinath Nagar, Guwahati- 16 or **as per trades suitability communicated by DGT vide letter no. MSDE-19/02/2018-CD(pt) Dtd 2nd July, 2019 and as mentioned in trades NCVT syllabi.**

12. The candidate will be eligible for filling his choices only after verification by the Govt. ITI.

13. The candidate will then check his/her rank (Merit position) on his page, when announced in the portal.

14. The candidate has to fill his choices & save his choice within the stipulated time period as declared by the DE&CT Assam in counselling schedule.

15. Allotment of seat: After the choice filling is over, all filled choices of all registered candidates will be considered for allotment of seats as per merit (Rank) & category of the candidate. **The allotment will be made against one seat & the allotment of seat is purely provisional.**

16. If a seat is allotted, the candidate has to take printout of his allotment letter & visit the allotted Govt. ITI for accepting the admission.

17. If a seat is allotted in Pvt ITI, the candidate has to take printout of Provisional Allotment letter and visit the respective private ITI with all original documents & admission fees of that particular private ITI.

18.If no seat is allotted, then the candidate has to participate in the next counselling by filling his/her choices again.

19.If a candidate is allotted a seat and doesn't take admission, then his candidature will be forfeited for the entire admission process.

20.If a candidate is allotted a seat and he/she doesn't wish to freeze his/her seat at the time of admission in ITI, for only once up-gradation to get a better choice of course or institute, the candidature will be auto-upgraded as per the candidate's Choice Filling already done by him/her. After getting the up-graded seat, the candidate must join in the newly allotted seat and the previously admitted seat will be automatically cancelled. In that case the candidate's admission fees will be refunded after completion of the whole admission process.

21.There will be a fresh Choice filling process for intending candidates who are already registered & verified but not got admitted and whose candidature have not been cancelled, for admission, into residual Vacant seats. All previous choices of candidates will be deleted. No upgradation of seats will be allowed. Process of Choice filling and admission & allotment of seats will be as done earlier.

22.The detailed instruction about the online counselling is available in the website.

23.The candidates are requested to check News & Events daily in the admission portal.

24. Following software interfaces/links are available for candidates during "Web Based Counselling".

Candidate Module:

- 1. New Candidate Registration and uploading documents.**
- 2. Registered Candidate Login**
- 3. Edit Registration Details**
- 4. After Documents Verification Available Choices**
- 5. Fill Choices**
- 6. Display/Print Filled Choices**
- 7. Change Password**
- 8. Choices Edit – Move/Delete/Edit/Rearrange/Print**
- 9. View of seat allotment Details**
- 10. Printing of provisional Seat Allotment letter and reporting.**
- 11. Log out**