

ITIs ASSAM eCounseling-2021

Candidate Registration User Manual



e-Counseling Services

SIMPLIFYING THE ADMISSION PROCESS

Prepared By:

e-Counseling Division

National Informatics Centre

***Directorate of
Employment and
Craftsmen Training,
Assam***



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Executive Summary

The candidate's registration user manual has been drafted to provide an overview to understand application process flow for ITIs Assam e-counseling 2021. Process includes various activities that need to be complete by candidates. The sections are registration form, application form, uploading of required document and payment via online mode.

1. Admission portal

Candidates should enter <https://itiassam.nic.in/> and select apply for admission to ITIs Assam ecounseling 2021. Current event section from Dashboard

1.1. New Candidates Registration

Here candidates should select new candidate's registration option to complete registration, as mention in below screenshot.

The screenshot displays the ITIs Assam Counseling 2021 registration portal. At the top, there are logos for the Directorate of Employment and Craftsmen Training, Assam and Counseling Services. The main content area features a 'Registered Candidates Sign-In' form with fields for Counselling (ITIs Assam Counselling 2021), Application Number, Password, Security Pin as shown below (case sensitive), and Security Pin (ND1446). A 'Sign In' button and a 'Forgot Password?' link are present. Below the sign-in form is a prominent orange 'New Candidate Registration' button. To the right, an 'Important Instructions' box provides security guidelines. At the bottom, a disclaimer states the site is designed and hosted by NIC, and the NIC logo is visible.

1.2. Consent Page

Here candidate should select radio button for I agree then application will direct to next step, selection of I do not agree button will sent back to home page.

The screenshot shows the 'Registration Form' on the ITIs Assam Counseling 2021 portal. The form includes sections for Personal Details (Name, Father Name, Mother Name, Gender), Contact (ISD Code, India (+)), and Choose your Password (Choose your password as per password policy, Confirm Password, Security Pin (case sensitive), Security Pin (71574)). A 'Candidate's Declaration' pop-up window is overlaid on the form, containing the following text: 'I hereby agree to the following terms and conditions governing the admission process of Counseling Board: 1. I have gone through and understood the contents of Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process of seat allotment as specified by the Directorate of Employment & Craftsmen Training, Assam. 2. I know that during verification of documents at the time of reporting, if any discrepancy is found in original documents, including category, sub-category, date of birth etc. then my candidature will be cancelled. 3. I know that the personal information provided by me is genuine and authentic. 4. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and neither Directorate of Employment & Craftsmen Training, Assam nor NIC is responsible for misuse of my password. 5. I am aware of the fee, bond etc conditions of the institution that I am interested in and know that Directorate of Employment & Craftsmen Training, Assam has no role to play in that.' Below the declaration, there are radio buttons for 'I Agree' and 'I Don't Agree'. A 'Submit' button is visible at the bottom of the form.

1.3. Registration Form

Here candidates should provide personal details like name, father name, mother name, DOB, gender, mobile no, email id and choose password as per business rule and enter security pin as shown in screenshot then click on to submit button.

The screenshot shows the 'Registration Form' page of the ITIs Assam Counseling 2021 portal. The page header includes the logo of the Directorate of Employment and Craftsmen Training, Assam, and the logo for e-Counseling Services. The form is divided into several sections: 'Personal Details' with fields for Name (R K SINGH), Father Name (D N S), Mother Name (D D), Date of Birth (15 February 2000), and Gender (Male); 'Contact Details' with fields for ISD Code (India (91)), Mobile No (9871672440), and Email Id (rksingh150287@gmail.com); and 'Choose your Password' with fields for Choose your Password, Confirm Password, and Security Pin (715TJ4). A 'Submit' button is located at the bottom of the form.

Confirmation

The confirmation dialog box is titled 'Confirm !!' and asks 'Do you wish to submit ?'. It features two buttons: 'Yes' (blue) and 'No' (red).

1.4. Review Page

Here candidate can review registration detail once before final submit after that it cannot be edit/alter.



Directorate of Employment and Craftsmen Training, Assam
ITIs Assam Counselling 2021



Home

Review Page - Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing "EDIT" button or press "SUBMIT" button for final submission.

Personal Details

Name	R K SINGH	Father Name	D N S
Mother Name	D D	Date of Birth	15-02-2000
Gender	Male		

Contact Details

Mobile No	9871672440	Email Id	rksingh150287@gmail.com
-----------	------------	----------	-------------------------

Account Details

Your Password (Not shown due to security reasons)

Edit Final Submit

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1.5. Application Completion Status

Here candidates can view the detail status of application form along with that list of available services from where he/she can complete remaining sections.



Directorate of Employment and Craftsmen Training, Assam
ITIs Assam Counselling 2021



Home
Last Activity Details
Change Password
Logout

Last Visit:

Available Services

- View/Edit Registration Form
- Fill Application Form
- Fill Qualification Details
- Fill Contact Detail
- Upload Documents
- Preview & Final Submit

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

✉ dectempt@yahoo.com

📍 Assam Rehabari, Guwahati-781008

📞

Name: R K SINGH Application Number: 211110000082

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Upload Documents/Images	Incomplete
Final Submit	Incomplete

You have successfully Registered.
Please note down the Application Number for future references.
Application Number: 211110000082
Kindly fill the detailed Application Form to complete the Registration Process.

Fill Application Form

1.6. Application Form

Here candidates should select domicile, religion, category, sub-category, family annual income and disability type, highest qualification from drop down list and press on to save & next button.

Confirmation

1.7. Qualification Detail

Candidate should select passing status, passing year, Roll no, subject wise maximum marks and marks obtain for class 8th & 10th.

Please note : *8th class passed (Highest qualification) candidates are eligible to enter mark details for class 8 only and have to upload certificate as per Format I*



**Directorate of Employment and Craftsmen Training,
Assam**
ITIs Assam Counselling 2021



Home
Last Activity Details
Change Password
Logout

Last Visit:
Name: R K SINGH Application Number: 211110000082

Available Services

- View/Edit Registration Form
- View/Edit Application Form
- Fill Qualification Details
- Fill Contact Detail
- Upload Documents
- Preview & Final Submit

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

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Qualification Details

Class 8th or Equivalent Marks Details

Available choices will be vary based on your subject selection, please refer brochure for details and fill subject details carefully. You have to fill at least five and maximum eight subject details. In case you do not have enough subjects you can choose "Not Applicable" option.

Passing Status

Passed ▼

Passing Year

2010 ▼

Subject Wise Mark

Name	Passing Status	Max Marks	Obtained Marks
A classical Language	Passed ▼	100	50
A Modern Foreign Language	Failed ▼	100	20
Accountancy II	Passed ▼	100	30
Advanced Mathematics(E)	Passed ▼	100	60
Agriculture(E)	Passed ▼	100	50

Add Subject
Delete Subject

Please note : Select **Add subject** option to add more subjects.

Class 10th or Equivalent Marks Details

Available choices will be vary based on your subject selection, please refer brochure for details and fill subject details carefully. You have to fill at least five and maximum eight subject details. In case you do not have enough subjects you can choose "Not Applicable" option.

Passing Status

Passed ▼

Passing Year

2012 ▼

Subject Wise Mark

Name	Passing Status	Max Marks	Obtained Marks
Home Science	Passed ▼	100	50
Mathematics	Passed ▼	100	40
Agriculture(E)	Passed ▼	100	60
Biology	Passed ▼	100	50
History	Passed ▼	100	30

Add Subject
Delete Subject

Subject/Year/Semester Max Marks:400 | Subject/Year/Semester Obtained Marks:200 | Subject/Year/Semester Percentage:50

PREVIOUS
SAVE & NEXT

Click for Submit

Confirmation



1.8. Contact Details

Here candidate should mention his/her correspondence & permanent address then press on **to save & next button**.

A screenshot of the "Contact Details" form in a web application. The form is titled "Contact Details" and is divided into two main sections: "Correspondence Address" and "Permanent Address".
Correspondence Address:
- Premise No./Name: C65/1B RAJPUR KHURD
- Sub Locality/Colony (Optional): HARGOBIND ENCLAVE
- Locality/City/Town/Village: CHATTERPUR
- Country: India
- State: ASSAM
- District: BAKSA
- Pin Code: 802101
- ISD Code: 91
- Alternate Mobile No (Optional):
- Alternate Email Id (Optional):
Permanent Address:
- A checkbox labeled "Same As Correspondence Address" is checked.
At the bottom of the form, there are two buttons: "PREVIOUS" (red) and "SAVE & NEXT" (blue). A mouse cursor is clicking on the "SAVE & NEXT" button, and a tooltip says "Click for Save & Next".
The left sidebar contains navigation options: "Available Services" (with "Fill Contact Detail" highlighted), "Verify Mobile No. & Email Id", and "Contact Us". The top navigation bar includes "Home", "Last Activity Details", "Change Password", and "Logout". The user's name "R K SINGH" and application number "211110000082" are displayed at the top right.

Confirmation



1.9. Upload Documents/Images

Here candidates should upload required document as per prescribed file format and size limit based on information filled in the application form then click on to submit & preview button.



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ITIs Assam Counselling 2021



Counselling Services
Simplifying The Admission Process

Home
Last Activity Details
Change Password
Logout

Last Visit:
Name: R K SINGH Application Number: 211110000082

Available Services

- View/Edit Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Contact Detail
- Upload Documents
- Preview & Final Submit

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

✉ dectempt@yahoo.com

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Upload Documents/Images

S.No.	Required Document	Document Specifications	Upload
1	Photograph	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen
2	Person with Disability (PwD) Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen
3	10th Marksheet/Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen
4	Date of Birth Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen
5	Scheduled Tribes (Plains) Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen
6	8th Marksheet/Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen

PREVIOUS
Submit and Preview



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ITIs Assam Counselling 2021

Counselling Services
Simplifying The Admission Process

Home Last Activity Details Change Password Logout

Last Visit:

Name: R K SINGH Application Number: 211110000082

- Available Services**
- View/Edit Registration Form
 - View/Edit Application Form
 - View/Edit Qualification Details
 - View/Edit Contact Detail
 - **Upload Documents**
 - Preview & Final Submit

- Verify Mobile No. & Email Id**
- Verify Your Mobile Number
 - Verify Your Email Id

Contact Us

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Upload Documents/Images

S.No.	Required Document	Document Specifications	Upload
1	Photograph	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> 70000728p.jpg </div> 
2	Person with Disability (PwD) Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> PH_Proforma.pdf </div> 
3	10th Marksheet/Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> 12_MarkSheet.pdf </div> 
4	Date of Birth Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> DOB.pdf </div> 
5	Scheduled Tribes (Plains) Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> OBC_Certificate.pdf </div> 
6	8th Marksheet/Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> 12_MarkSheet.pdf </div> 

1.10. Preview of uploaded Document

Here candidates can have preview of uploaded documents and confirm via **self verified** check box then click on to **save & next button**.



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e-Counselling Services
Simplifying The Admission Process

Home
Last Activity Details
Change Password
Logout

Last Visit:
Name: R K SINGH Application Number: 21111000082

Available Services

- View/Edit Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Contact Detail
- Upload Documents
- Preview & Final Submit

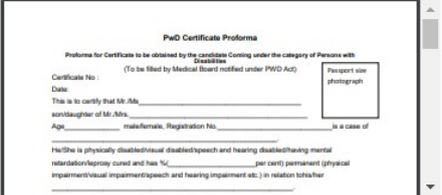
Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

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Preview of Uploaded Documents/Images

S.No.	Required Document	Preview	Check & Verify
1	Photograph	<p>File Name: 70000728p.jpg</p>  <p style="text-align: center; color: #0070C0;">Click Here For Large View</p>	<input checked="" type="checkbox"/> Self Verified
2	Person with Disability (PwD) Certificate	<p>File Name: PH_Proforma.pdf</p> 	<input checked="" type="checkbox"/> Self Verified



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ITIs Assam Counseling 2021

e-Counseling Services
Simplifying The Admission Process

Home Last Activity Details Change Password Logout

Last Visit:

Name: R K SINGH Application Number: 211110000082

Available Services

- View/Edit Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Contact Detail
- View/Edit Uploaded Documents
- Preview & Final Submit

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

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📱

Preview & Final Submit

Personal Details

Application No	211110000082	Candidate Name	R K SINGH
Father Name	D N S	Mother Name	D D
Gender	Male	DOB	15-02-2000
Nationality	Indian	Domicile	ASSAM
Religion	HINDUISM	Category	Scheduled Tribes (Plains)



Sub Category List

Person with Disability	Yes
Tea Garden Labour/Ex Tea Garden Labour	No
Economically weaker section (ES)	No
Type of disability	Motor disability

Other Details

Highest Qualification: Diploma

Other Information

Legal Guardian (In case of not applicable Please Enter 'NA')	NA
Family Annual Income	Upto 5 lakhs

Qualification Details

Class 8th or Equivalent Marks Details

Passing Status	Passed		
Passing Year	2010		
Subject/Year/Semester Wise Marks Details			
Name	Passing Status	Max Marks	Obtained Marks
A classical Language	Passed	100	50
A Modern Foreign Language	Failed	100	20
Accountancy II	Passed	100	30
Advanced Mathematics(E)	Passed	100	60
Agriculture(E)	Passed	100	50

Class 10th or Equivalent Marks Details

Passing Status	Passed		
Passing Year	2012		
Subject/Year/Semester Wise Marks Details			
Name	Passing Status	Max Marks	Obtained Marks
Mathematics	Passed	100	40
History	Passed	100	30
Biology	Passed	100	50
Home Science	Passed	100	50
Agriculture(E)	Passed	100	60

Contact Details

Correspondence Address	
Premise No./Name	C65/1B RAJPUR KHURD
Sub Locality/Colony(Optional)	HARGOBIND ENCLAVE
Locality/City/Town/Village	CHATTERPUR
Country	India
State	ASSAM
District	BAKSA
Pin Code	802101
Mobile Number	987****440
Email Id	rk*****com
Alternate Mobile No (Optional)	--
Alternate Email Id (Optional)	--

Permanent Address	
Premise No./Name	C65/1B RAJPUR KHURD
Sub Locality/Colony(Optional)	HARGOBIND ENCLAVE
Locality/City/Town/Village	CHATTERPUR
Country	India
State	ASSAM
District	BAKSA
Pin Code	802101

4	10th Marksheet/Certificate	NA	<p>Click Here For Large View</p>
5	Scheduled Tribes (Plains) Certificate	NA	<p>Click Here For Large View</p>

Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief. Any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read the information bulletin and understood all the procedures.

PREVIOUS

SAVE & FINAL SUBMIT

Click for Final Submit

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Confirmation

4	10th Marksheet/Certificate	NA	<p>Click Here For Large View</p>
5	Scheduled Tribes (Plains) Certificate	NA	<p>Click Here For Large View</p>

Confirm !!

These credentials will be used for seat allotment. So kindly verify carefully before submission. Once submitted, these credentials can not be changed again.

Do you wish to final submit ?

Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief. Any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read the information bulletin and understood all the procedures.

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2. View & Remove Discrepancy

Whenever RC/PI user raises any query at the time of document verification, Candidate should have an option for view & remove discrepancy.

The screenshot shows the user dashboard for the Directorate of Employment and Craftsmen Training, Assam. The user is R K SINGH with application number 211110000082. The dashboard includes a navigation menu, a 'Current Choice Filling & Locking Status' section with four cards (Total Available Choices: 34, Filled Choices: 0, Unfiled Choices: 34, Choice Locking Status: Unlocked), and two message boxes. The first message states that eligibility for choice filling is subjected to document verification. The second message, in red, informs the candidate that a discrepancy was found in their uploaded documents and provides a link to 'View and Remove Discrepancy'.

2.1. Re upload Document

Here candidate should upload the document against query raise.

The screenshot shows the 'Re-Upload Documents/Images to Remove Discrepancy' form. It contains a table with the following data:

S.No.	Required Document	Document Specifications	Upload
1	Scheduled Tribes (Plains) Certificate	Document Format: PDF Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> PH_Proforma.pdf

Below the table, there are two buttons: 'Submit and Preview' and 'Next and Preview'. A mouse cursor is shown clicking on the 'Submit and Preview' button.

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3. Change Password

User needs to fill in old password, new password, confirm new password and then press submit button to initiate change password process.

4. Forgot Password

User needs to click on “Forgot Password” link beside sign in button. Press continue after selecting the agency and the radio button. Select one of the two modes to retrieve password and press continue. Enter application no, security pin and press submit.

Directorate of Employment and Craftsmen Training, Assam
ITIs Assam Counselling 2021

Counseling Services
Simplifying The Admission Process

Home

Forgot Password ?

Counseling Board: ITIs Assam Counselling 2021

Select any option to reset your password

- Using an OTP, sent via text message (SMS) to your registered Mobile No.
- Using a reset link, sent via email to your registered Email address.

Continue

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Counseling Services
Simplifying The Admission Process

Home

Enter the following information to reset your password

Counseling Board: ITIs Assam Counselling 2021

Application Number: 211110000082

Enter Security Pin (case sensitive): UU9537

Security Pin: UU9537

Submit

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Counseling Services
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Home

An OTP will be sent via text message (SMS) to the following registered Mobile Number.

Registered Mobile Number: 98*****40

Continue

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The screenshot shows the 'Forgot Password?' page. At the top, there is a header with the logo of the Directorate of Employment and Craftsmen Training, Assam, and the text 'Counselling Services Simplifying The Admission Process'. Below the header is a blue navigation bar with a 'Home' link. The main content area is titled 'Forgot Password?' and contains a form with the following fields: 'Enter that OTP here:' (with a masked input field), 'Security Pin (case sensitive):' (with the value 'D1A282'), and 'Security Pin:' (with the value 'D1A282'). There are two buttons: 'Continue' and 'Resend OTP'. A note at the bottom of the form reads: 'Note: Didn't get the text message? Sometimes it can take up to 5 minutes. If it's been longer than that, try using a different way to get into your account.' At the bottom of the page, there is a disclaimer and the NIC logo.

Directorate of Employment and Craftsmen Training, Assam
ITIs Assam Counselling 2021

Counselling Services
Simplifying The Admission Process

Home

Forgot Password ?

System just sent a OTP via text message (SMS) to 98*****40

Enter that OTP here :

Security Pin (case sensitive) :

Security Pin :

Note: Didn't get the text message? Sometimes it can take up to 5 minutes. If it's been longer than that, try using a different way to get into your account.

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The screenshot shows the 'Reset Your Password' page. At the top, there is a header with the logo of the Directorate of Employment and Craftsmen Training, Assam, and the text 'Counselling Services Simplifying The Admission Process'. Below the header is a blue navigation bar with a 'Home' link. The main content area is titled 'Reset Your Password' and contains a form with the following fields: 'New Password:', 'Confirm New Password:', 'Security Pin (case sensitive):', and 'Security Pin:' (with the value 'CK1517'). There is a 'Reset Password' button. A note at the top of the form reads: 'Ensure that your NEW PASSWORD cannot be identical to any of the previous 3 passwords.' At the bottom of the page, there is a disclaimer and the NIC logo.

Directorate of Employment and Craftsmen Training, Assam
ITIs Assam Counselling 2021

Counselling Services
Simplifying The Admission Process

Home

Reset Your Password

Ensure that your NEW PASSWORD cannot be identical to any of the previous 3 passwords.

New Password :

Confirm New Password :

Security Pin (case sensitive) :

Security Pin :

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5. Forgot Application No

Candidates need to click on “**Forgot Application No**” link below new candidate registration button. Enter personal details like name, father name, mother name, DOB, gender, security pin and press submit.



Directorate of Employment and Craftsmen Training, Assam
ITIs Assam Counselling 2021



e-Counselling Services
Simplifying The Admission Process

Home

Registered Candidates Sign-In

Counselling ITIs Assam Counselling 2021

Application Number

Password

Security Pin as shown below (case sensitive)

Security Pin 6937M5

Sign In
Forgot Password ?

New Candidate Registration

[Forgot Application Number](#)

Important Instructions

- Confidentiality of Password is solely responsibility of the candidate and all care must be taken to protect the password.
- For security reasons, after finishing your work, kindly click the LOGOUT button and close all the windows related to your session.
- Candidates are advised to keep changing the Password at frequent intervals.
- Never share your password and do not respond to any mail which asks you for your Login-ID/Password.

Caution: Your IP address 110.225.90.133 is being monitored for security purpose.

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ITIs Assam Counselling 2021



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Simplifying The Admission Process

Home

Forgot Application No/User Id ?

Counselling Board ITIs Assam Counselling 2021

Name of Candidate

Father's Name

Mother's Name

Date of Birth

Gender Male

Security Pin as shown below (case sensitive)

Security Pin AF8861

Submit

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 National
 Informatics
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Directorate of Employment and Craftsmen Training, Assam
ITIs Assam Counselling 2021



e-Counselling Services
Simplifying The Admission Process

Home

Forgot Application No/User Id ?

Counselling Board

Name of Candidate

Father's Name

Mother's Name

Date of Birth

Gender

Security Pin as shown below (case sensitive)

Security Pin

AF8861

SNo	Application No./User Id	Name	Father Name	Mother Name	Date of Birth
1	211110000082	R K SINGH	D N S	D D	15-02-2000

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Document Ends Here