ITIs ASSAM eCounseling-2022

Candidate Registration User Manual



Employment and

Craftsmen Training,

Assam

Prepared By:

e-Counselling Division

National Informatics Centre

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Executive Summary

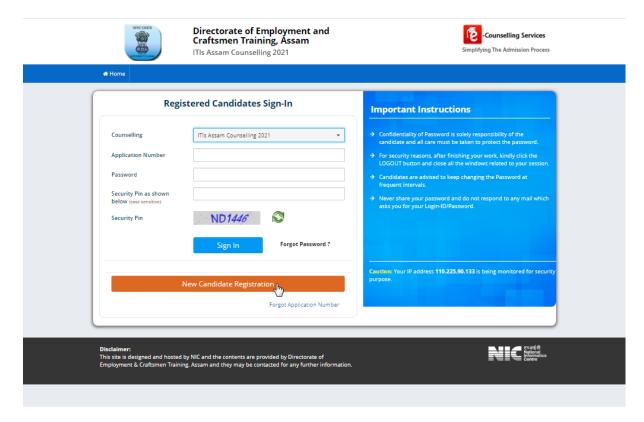
The candidate's registration user manual has been drafted to provide an overview to understand application process flow for ITIs Assam e-counseling 2021.Process includes various activities that need to be complete by candidates. The sections are registration form, application form, uploading of required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

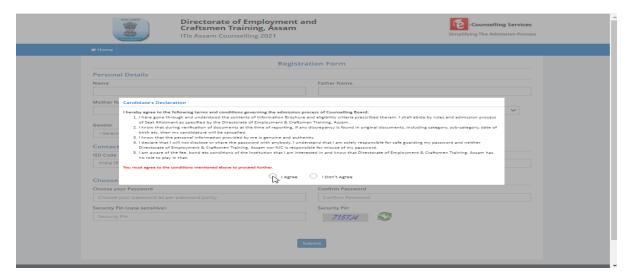
1.1. New Candidates Registration

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



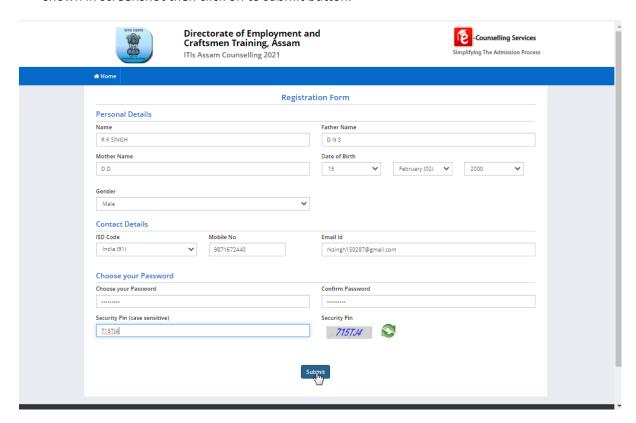
1.2. Consent Page

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.

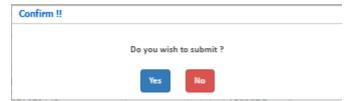


1.3. Registration Form

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.

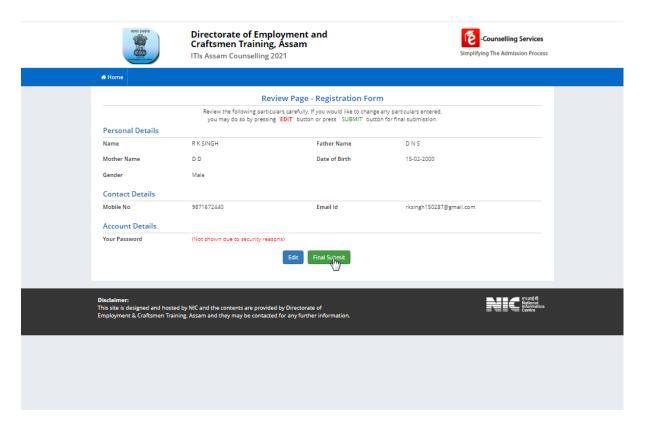


Confirmation



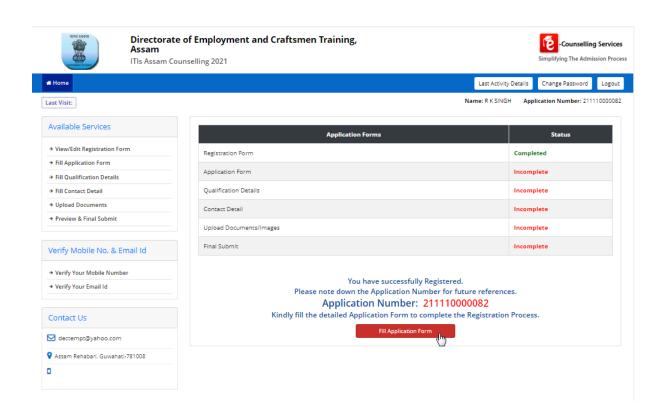
1.4. Review Page

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



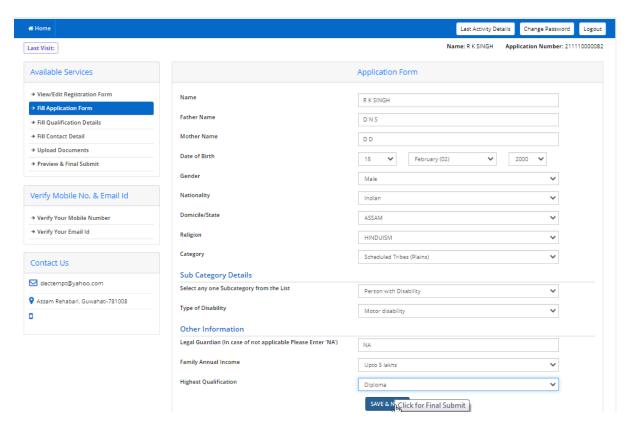
1.5. Application Completion Status

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.



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.



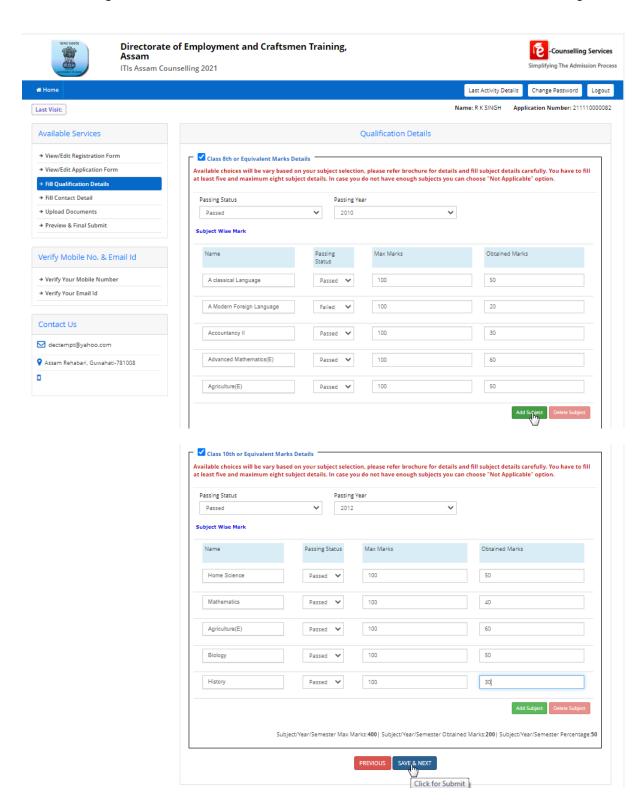
Confirmation



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

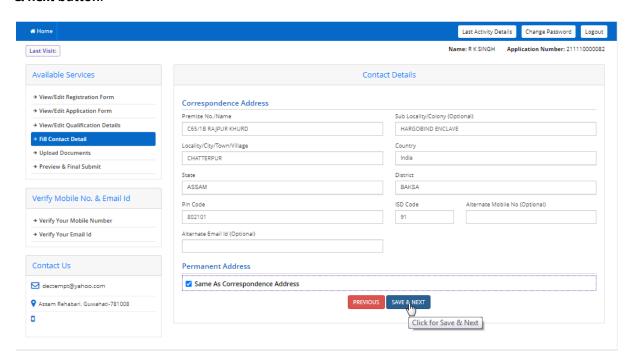


Confirmation



1.8. Contact Details

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

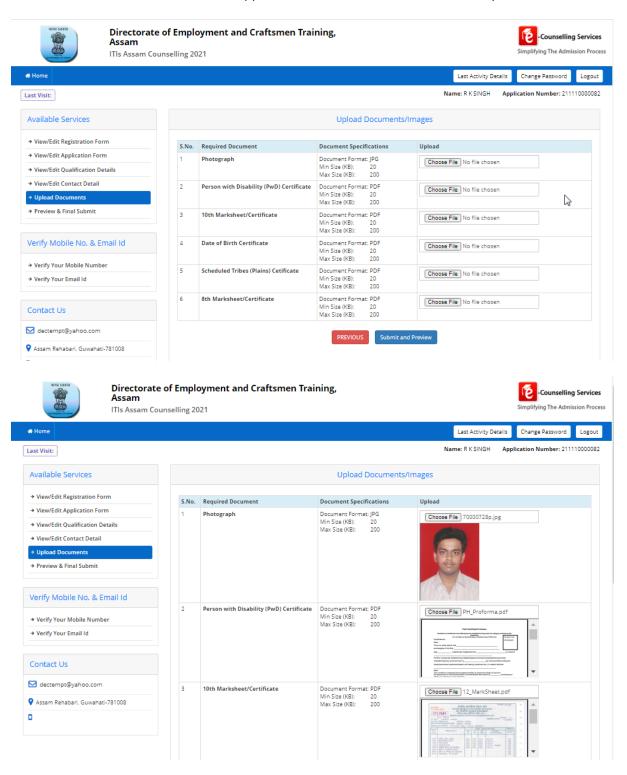


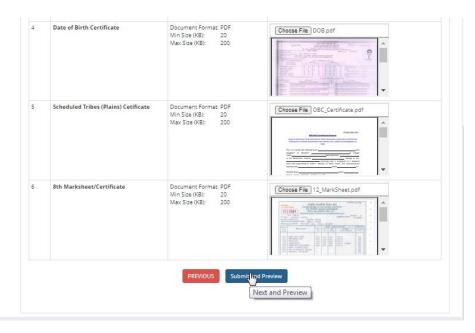
Confirmation



1.9. Upload Documents/Images

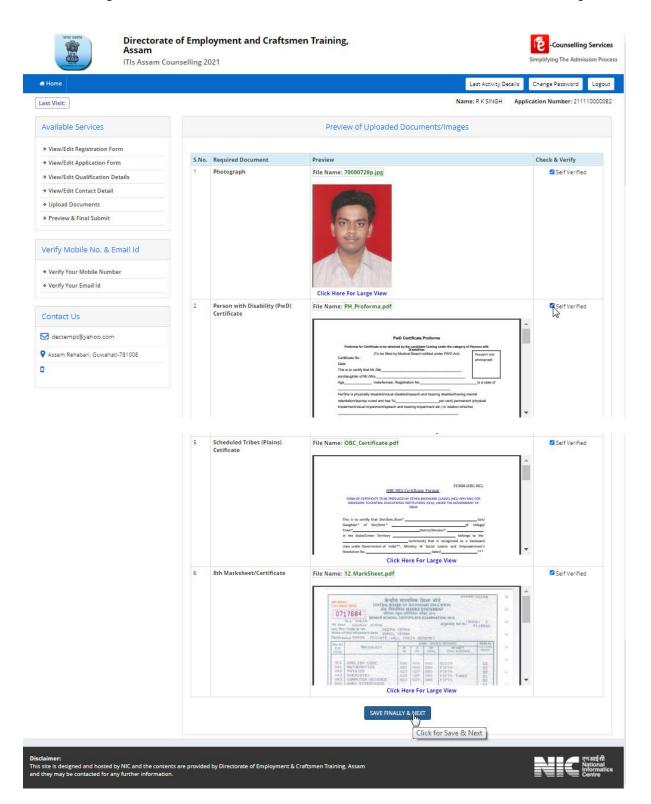
Here candidates should upload required document as per prescribed file format and size limit based on information filled in the application form then click on to submit & preview button.





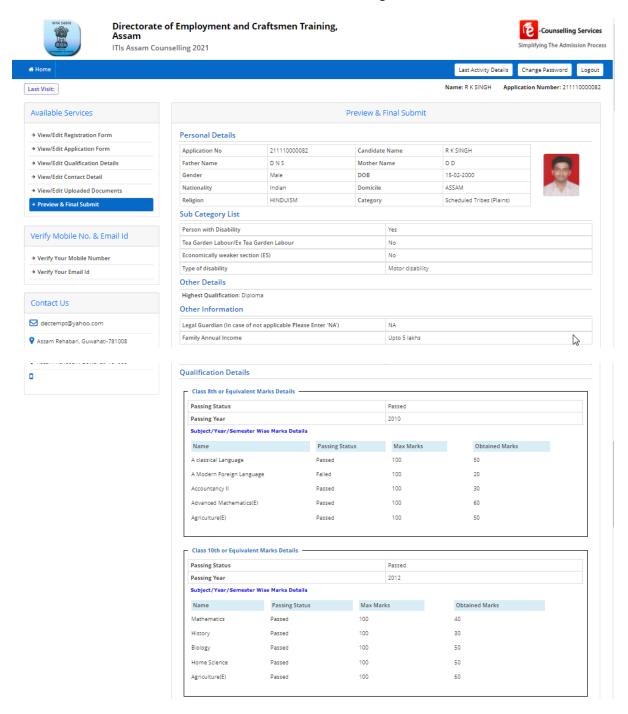
1.10. Preview of uploaded Document

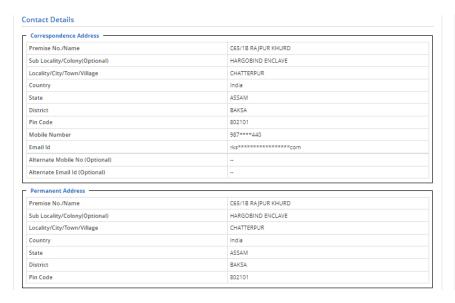
Here candidates can have preview of uploaded documents and confirm via **self verified** check box then click on to **save & next button**.

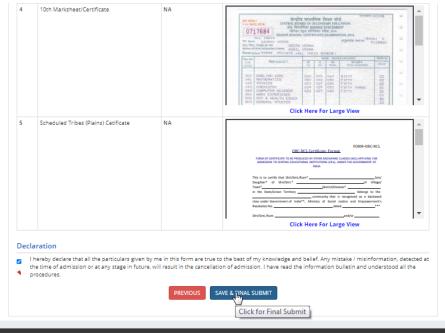


1.11. Preview & Final Submit

On this interface candidate can view his/her complete filled application once before final submit and confirm via **declaration check box** after that it cannot be change.







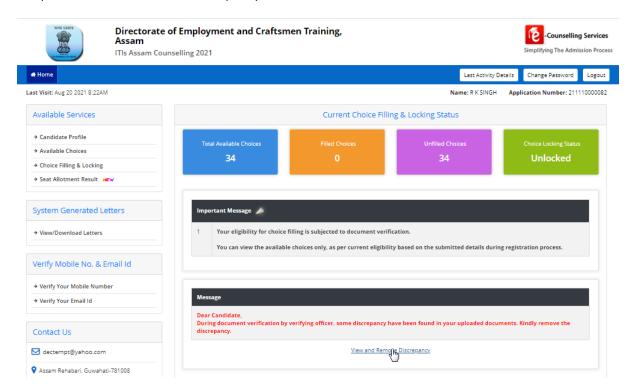
Confirmation



igned and hosted by NIC and the contents are provided by Directorate of Employment & Craftsmen Training, Assam be contacted for any further information.

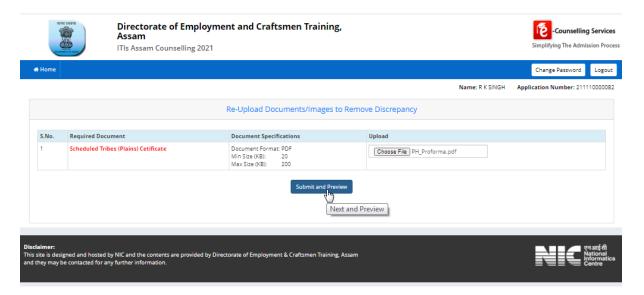
2. View & Remove Discrepancy

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



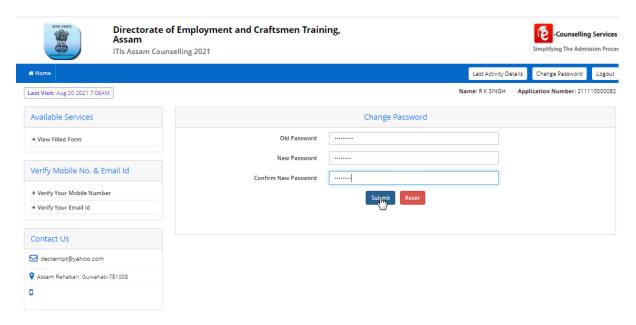
2.1. Re upload Document

Here candidate should upload the document against query raise.



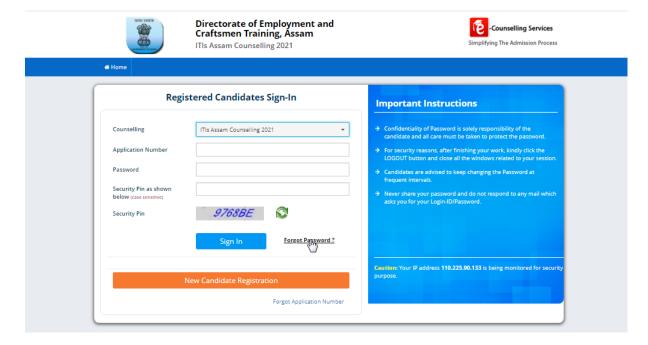
3. Change Password

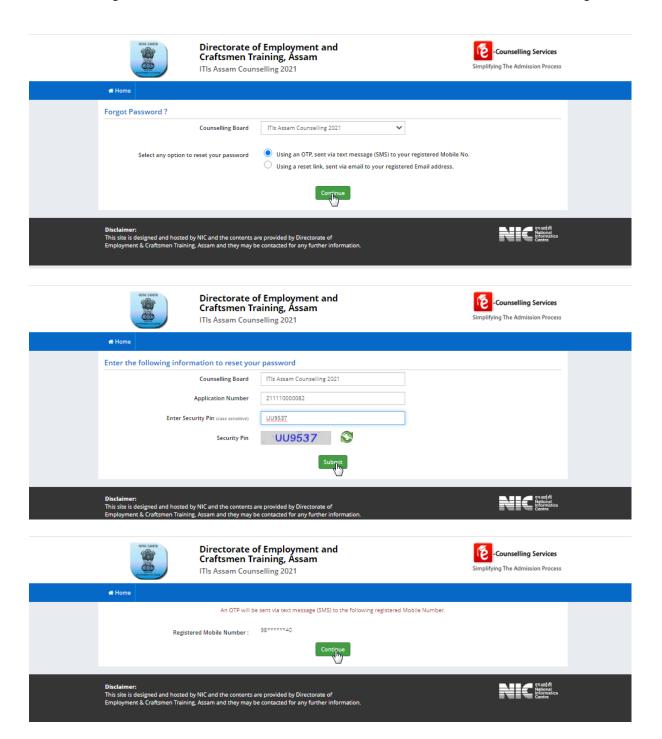
User needs to fill in old password, new password, confirm new password and then press submit button to initiate change password process.

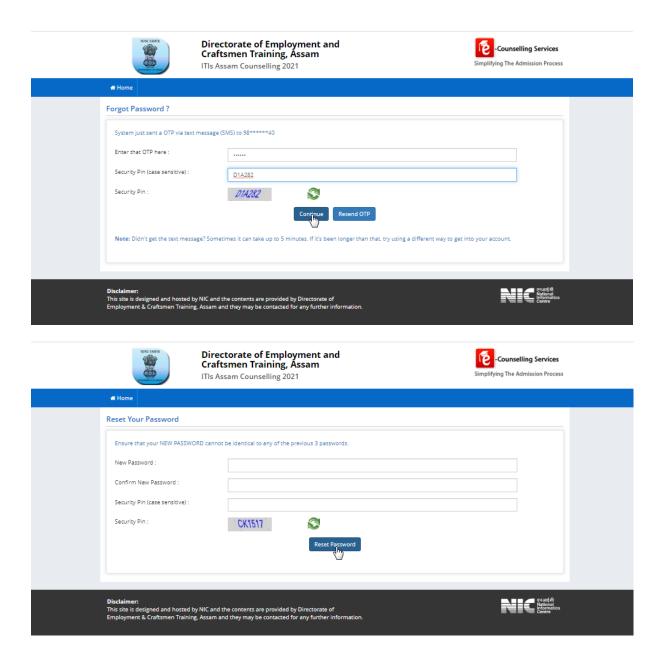


4. Forgot Password

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.

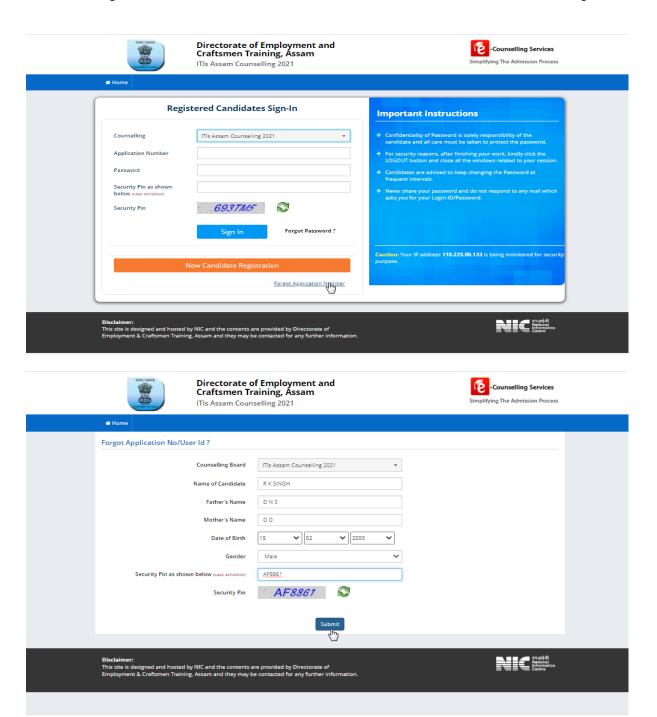


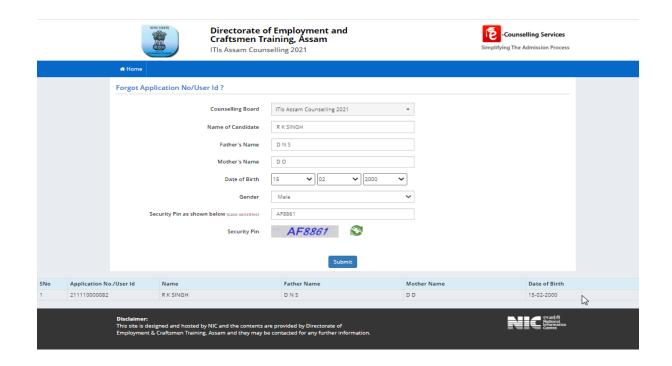




5. Forgot Application No

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.





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