

Online Counselling Procedure of admission in the M and E Group trades for the Academic Session 2018-2019.

Step 1 : Online Registration

In the “New Registration Section”, please do the followings:

- Enter Enrolment Number (For M Group & E Group applicant)
- Enter Index Number (For CET-2018, E Group applicant only)
- Click “Proceed” button

An OTP (One Time Password) will be sent to the registered mobile number of the candidate.

If OTP is not received in your registered mobile number, please report at any help-desk at any Government & PPP ITI on any working day, within 24.07.2018 to 26.07.2018, from 11-00 am to 4-00pm, with one application enclosing a copy of counter part of the brochure of M or E Group along-with CET-2018 admit card (For E group applicants only). Your registered mobile No. is also to be mentioned, in case replacement of registered mobile No. is required new mobile No. has to be mentioned.

- Enter OTP and then submit.
- Fill up and Edit required fields as shown.
- Enter Password of your choice and then click “Update” button. (Do not disclose this Password to anybody)
- Check your modified (if so) details thoroughly and then proceed. Once the ‘Confirm’ button is clicked, entered data cannot be edited.

Step 2 : Student Login

- In the “Registered Candidate Login”, enter the followings:
- Enrolment Number
- Password (Given by you during registration) [Keep the password safe and Secured]
- Click ‘Login’ to enter into **My Page**

Step 3 : Choice Filling

- Go to the choice filling section of the website.
- Choice means “Institute-Branch” combination (Example: ITI Gariahat – Fitter)
- Add combinations of Institute & Branch one by one as per your preference.
- Add maximum number of choices to increase your chance of being allotted a seat.
- Save your given choices.
- Take print out of the choices filled by you and check the print out.
- **You can edit your choices as many times as you want till closure of registration & Choice filling on 02.08.2018. Every time you edit your choices you have to ‘Save’ the same.**
- **After final entry of choices, the same should be locked clicking the “Lock” button. Be careful before locking your choices as once locked, your choices can’t be edited further.**
- You should lock your finally given choices yourself and take a print out of it immediately for security purpose. Do not depend on any unknown person during filling up of your choice of preferences to avoid wrong choice giving. Try to give a maximum number of choices as possible.
- The printout of the locked choices should be taken and retained. If any candidate forgets to lock his/her choices, the system will automatically lock the same after closure of registration on 02.08.2018. Given choices, once Locked cannot be edited.

Step 4 : Seat Allotment

- Check your allotment in the result section of the website.
- A candidate, who has been allotted a seat, can participate in auto-up-gradation of the allotted seat OR can accept the allotted seat for admission.
- Candidates, having allotted their first prioritized seat, will not be allowed to participate in auto-up-gradation process.
- If no seat is allotted, wait for the next phase of counselling, which will be made against the remaining vacant seats after admission.
- After each phase of seat allotments, results will be intimated to the candidates through SMS to their registered mobile number.

Step 5 : Printing of Allotment Letter

- Print your Final Allotment Letter at the earliest and physically report for admission, if you do not wish to participate in auto-up-gradation and desire to take admission to the allotted seat.
- If you want to opt for auto-up-gradation of your allotted seat then carefully select the correct option.
- **If you opt for auto-up-gradation, don't take printout of the Provisional Allotment Letter.**
- Read all instructions given in the seat allotment letter carefully.

Step 6 : Reporting & document verification of students

For the candidates who will opt for auto-up-gradation:

- Opting for auto-up-gradation does not ensure up-gradation of the allotted seat. However, the allotted seat shall remain booked for the candidate until a new seat from higher order Choices is allotted.
- If the **provisionally allotted seat** is up-graded in subsequent phases of allotment; former seat will be automatically cancelled and will be replaced by updated seats.

For the candidates who will take printout of Final Allotment Letter:

- On taking printout of Final Allotment Letter, a candidate will have to report to the allotted Govt. /PPP ITI with all original documents (as mentioned in the admission brochure) for verification. A set of self attested copies of documents is also to be deposited.
- Last date of taking admission in each phase will be specified in the Allotment Letter. After the specified last date, Institute will not allow admission.
- He/she has to pay admission related fees at the time of admission, as will be clearly indicated in his allotment letter.
- Admission to the allotted seat is subject to successful verification of all relevant documents. Candidature is liable to be cancelled if a candidate fails to produce any

of the documents in original before the verifying authority or produces fake documents at the time of document verification and his/her allotted seat will be cancelled automatically.

- Candidates must bring the following documents in ORIGINAL along with a set of photocopy of all documents for verification and submission at the time of admission:

- **List of Documents to be produced by M Group of applicants at the time of reporting at the ITI, after getting allotment of seat.**

1. Self attested photo copy of Admit card of Madhyamik or equivalent examination as proof of age.
2. Self attested photo copy of mark-sheet of Madhyamik or equivalent examination.
3. Self attested photo copy of Certificate of Madhyamik or equivalent examination.
4. CBSE internal 10th pass candidates will produce self attested mark sheet issued by competent Authority.
5. Self attested photo copy of certificates SC, ST, PH certificate (if any). A candidate should have certificate in his/her own name only for availing admission under any reserved seat (SC/ST/PH).
6. Self attested copy of Kanyashree enrollee certificate/document.
7. Two coloured passport size recent photographs (To be retained by the ITI).
8. Self attested photo copy of Aadhar Card. According to the decision of the NCVT, possession of Aadhar Card is mandatory for admission in ITI.
9. Self attested copy of Vocational pass certificate (if any).

- **List Documents to be produced by E Group of applicants at the time of reporting at the ITI, after getting allotment of seat.**

1. Admit card of CET-2018
2. Self attested photo copy of final mark-sheet of Class VIII.
3. Self attested photo copy of Aadhar Card. According to the decision of the NCVT, possession of Aadhar Card is mandatory for admission in ITI.
4. Self attested photo copy of certificates for SC, ST, PH (if any). A candidate should have certificate in his/her own name only for availing admission under any reserved seat (SC/ST/PH).
5. Self attested copy of Kanyashree enrollee certificate/document.

6. Two coloured passport size recent photographs. (To be retained by the ITI).
7. Self attested copy of Vocational pass certificate (if any).

For both M and E Group candidates:

Medical Fitness Certificate:

- All candidates (including Physically Challenged) have to produce Medical Fitness Certificate mentioning the following criteria, issued by a Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.
- Candidates must satisfy medical fitness with reference to (a) No Colour Blindness, (b) Physically & Mentally Fit, (c) Able to pursue technical course. Candidates seeking admission to the courses under the CTS should possess good health and physique with sound mind.

Category Certificates for availing various quota:

Category certificates issued by the following competent authorities, will be eligible and accepted for admission in different reserved category seats in Govt. ITIS.

- SC Certificate: Certificate issued in the name of the applicant, by the officer not below the rank of SDO of Govt. of West Bengal. Any certificate issued in the name of father/ any blood relation of the applicant will not be considered.
- ST Certificate: Certificate issued in the name of the applicant, by the officer not below the rank of SDO of Govt. of West Bengal. Any certificate issued in the name of father/ any blood relation of the applicant will not be considered.
- PH Certificate: Only Loco motor disability (disabilities to move) including leprosy cured (should be 40% or above) and Hearing impaired (should be 40% or above) are eligible for admission under this category in suitable trades. The certificate should be issued by Govt. Medical Officer not below the rank of DMO or qualified

Govt. Medical Specialist in the specific area of handicappedness specially indicating the degree of incapacitation.

- District Quota seats: Candidates willing to avail district Quota seats are to clearly mention the district location of the school from where Madhyamik or equivalent examination is passed.
- VTC Certificate: Candidates passed from any short-term/ long-term Vocational Courses conducted by the WBSCVE&T or Directorate of Vocational Education & Training Govt. of West Bengal after class VIII or class X respectively, are eligible for the seats reserved under VTC quota.
- IMC Quota seats: Candidates allotted seat under IMC Quota are to pay tuition fees of Rs. 2500/-per semester. No certificate will be required for availing seats under IMC quota.

Fees to be deposited during admission:

Fees for admission are already displayed in the fees column of the website.