INSTITUTE LEVEL COUNSELING ROUND

FIRST PHASE OF COUNSELLING ROUND: 29.08.2022 TO 05.09.2022

1. **Eligibility of Candidate for Counselling Round:**
    1.1. All the Candidates who have filled and confirmed their Application Form
    1.2. *Except:*
        1.2.1. Candidates who have not confirmed their applications
        1.2.2. Candidates who are admitted against CAP Seats
        1.2.3. Candidates who are admitted at Private ITI against Institute Level Seats
        1.2.4. Candidates who have registered for Private ITI Institute Level Seats i.e. with Registration Number having "**P**" instead of "**A**"

2. **Venue:** The Counselling Round shall be conducted at all Government and Private Industrial Training Institutes

3. **Seats for Institute Counselling Round: 29.08.2022**
    3.1. All CAP seats remaining vacant at Government and Private ITI after 4th Admission Round shall be available for Counselling Round
    3.2. Private ITI who do not wish to participate in Counselling Round can transfer vacant CAP seats to Institute Level seats through their login.
    3.3. ITI can check Trade wise real time vacancy through their login.

4. **Merit List: 29.08.2022**
    4.1. A common merit list of all eligible candidates shall be generated after 4th admission round
    4.2. Individual State Level General Merit Number shall be published in the candidate login
    4.3. Candidate has to login to their account to check their State Level General Merit Number using "Admission Activities > Application, Merit and Admission Status" tab.

5. **Mark Attendance by Candidate: 30.08.2022 to 31.08.2022**
    5.1. Eligible candidate with State Level General Merit Number allotted for Counselling Round shall login to their account.
    5.2. Click on "Admission Activities > Mark Attendance for counselling"
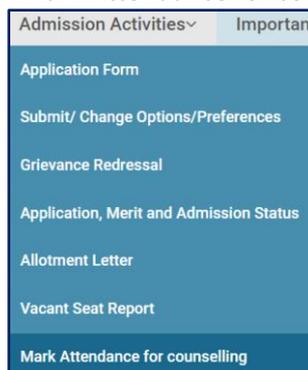
5.3. Candidate shall search and select ITI where they wish to seek admission and click on "Mark Attendance"

5.4. Candidate can select multiple ITI for "Mark Attendance". All selected ITI shall be displayed a following:

S.NO.	Name of ITI	District	Action
1	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, ANDHERI, TAL: ANDHERI, DIST: MUMBAI SUBURBAN	MUMBAI SUBURBAN	Delete
2	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, BORIVALI, TAL: BORIVALI, DIST: MUMBAI SUBURBAN	MUMBAI SUBURBAN	Delete

GENERATE & SAVE(PDF)

5.5. Click on "Generate & Save (PDF)" to save selected ITI and generate report for selected ITI for Counselling Round.

6. **Check ITI wise Merit List: 01.09.2022**
   6.1. Candidate has to login to their account to check ITI wise Merit List from 05.00pm onwards on 01.09.2022 using "Admission Activities > Institute wise merit list counselling" tab.
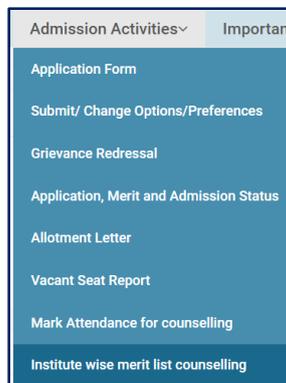
6.2. Candidate can check their ITI wise Merit Number and appear for Counselling Round as per given Date and Time Slot.

6.3. Candidate has to appear for Counselling Round personally at respective ITI as per the Date and Time Slot. Any representative/ relative/ friend or any other person cannot appear for Counselling Round on behalf of Candidate.
6.4. Candidates shall carry all required documents and fees to be submitted to ITI if candidate gets allotment.

6.5. Candidate has to report atleast 1 hour prior to the allotted Time on the specified Date. If Candidate is not available at the given Time on given Date, then they shall loose their claim and shall not be considered thereafter.

6.6. Candidates allotted Date and Time slot does not mean that Candidate shall be allotted seat at ITI.

6.7. Allotment of seat shall be strictly on basis of State Level General Merit Number, Vacant Seats and demand by Candidate.

6.8. All allotted seats against which admission is not confirmed shall be converted to Vacant Seats and available for allotment on the next day and the previously allotted candidate shall not have any claim on the seat.

7. **Allotment of Seats in Counselling Round: 02.09.2022 to 05.09.2022**

   7.1. Institute Level Counseling Round facility is given to the UserID allotted to respective ITI during admission Process. Following facilities will be available on these UserID

S.N.	UserID	Counseling Round Facility
1	UserID ending with 01	Generate Merit List and Allotment List All Admission related activities
2	UserID ending with 02 to 10	Register Attendance Generate Allotment Letter for Counseling Round Display Online Vacant Seat Status All Admission related activities

   7.2. **Arrangement for Counseling Round:** ITI have liberty to change the pattern as per requirement and rush of the candidates
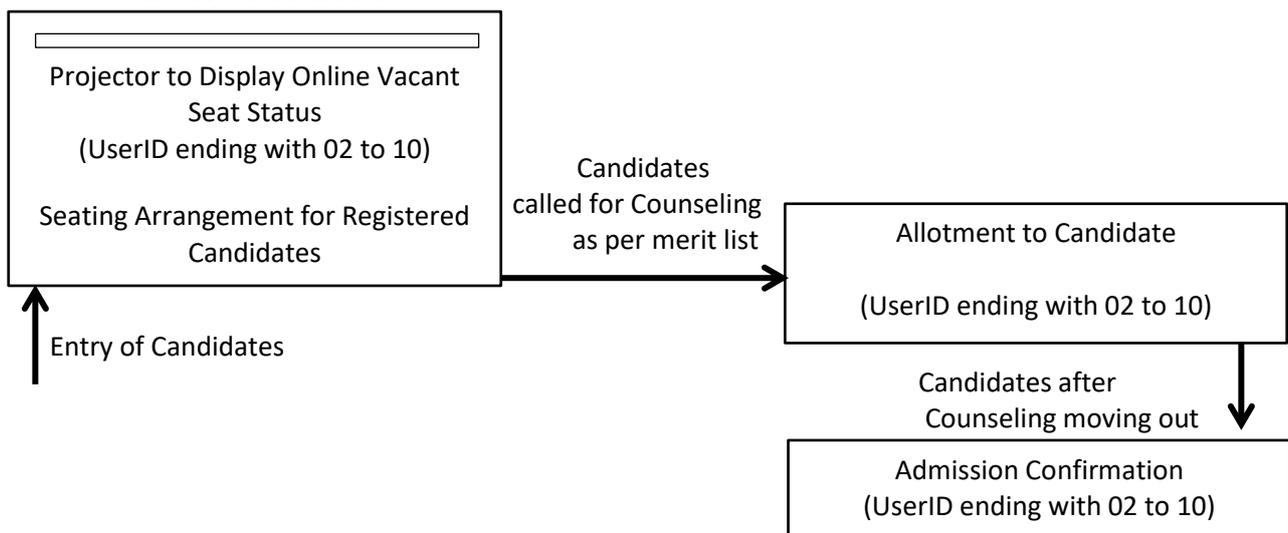
   7.3. ITI to Login to their Account

   7.4. Following Options for Counselling Round shall be available under ITI Login

   7.5. **Display Online Vacant Seat Report (UserID ending with 02 to 10):**

      7.5.1. Click on "**Vacant Seat Report**", the page shall display Trade wise vacant seats for the logged in ITI as following:

VACANT STATUS - COUNSELLING

INSTITUTE & SLOT DETAILS

ITI Name	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, KHED, TAL: KHED, DIST: RATNAGIRI
Slot No	1

TRADE AVAILABILITY

S.NO.	TRADE NAME	CAP SEAT	IMC SEAT
1	Sheet Metal Worker	15	0
2	Electrician	3	0
3	Fitter	9	0
4	Dress Making	13	0

Showing 1 to 4 of 4 entries

7.5.2. ITI shall login to any of the UserID ending with 02 to 10 and display this page on Projector in the waiting hall so that the candidates know the vacant seat status and demand accordingly

7.5.3. As the allotment is given against any vacant seat, the vacant seat position for that particular Trade in ITI shall decrease by 1

7.6. **Allotment: (UserID ending with 02 to 10)**

7.6.1. **ITI shall not start allotment or admission confirmation before 10am** since outstation candidates shall take time to reach to ITI

7.6.2. ITI shall login to their account and download Merit List for Counselling Round. Display the Merit List at all visible places in the campus.

Directorate of Vocational Education and Training, Maharashtra State

ITI ADMISSION 2017: ALLOTMENT LETTER FOR FIFTH ROUND – COUNSELLING

NAME OF ITI	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, KHED, TAL: KHED, DIST: RATNAGIRI
SLOT NUMBER	1
FIRST REGISTRATION START DATE & TIME	22-08-2017 11:52:57 AM
LAST REGISTRATION END DATE & TIME	25-08-2017 09:06:36 PM

S.No	REGISTRATION NUMBER	NAME OF CANDIDATE	GENDER	STATE LEVEL GENERAL MERIT NUMBER	SIGNATURE OF CANDIDATE CALLED FOR COUNCELLING

Note :	
1.	This merit list shall be in order of increasing State Level General Merit Number.
2.	The candidates shall be called for counselling in this order i.e. the candidate with lowest number for "State Level General Merit Number" shall be called first than that with higher number.
3.	The candidate shall sign the sheet when called for counselling.

7.6.3. Candidates shall be called as per merit for Counselling and Allotment of Seat. **Candidate shall sign the attendance.**

7.6.4. Click on "**Seat Allotment**" link, following details shall be displayed:

MERIT LIST - COUNSELLING

INSTITUTE & SLOT DETAILS

ITI Name	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, GUHAGAR, TAL: GUHAGAR, DIST: RATNAGIRI	Slot No	1
Slot Start Date and Time	22/08/2017 11:52:15 AM	Slot End Date and Time	23/08/2017 02:27:27 PM

CANDIDATE LIST

Print & Save

Show All entries   Search:

S.NO.	REGISTRATION NUMBER	CANDIDATE NAME	GENDER	DATE OF BIRTH	GENERAL MERIT NO	STATUS	ACTION
1	201707A569199	RAHUL RAM	Male	01/06/1992	311764	Allotment Pending	Allot
2	201706A211109	LALIT RAUT	Male	15/05/1999	311765	Allotment Pending	

Showing 1 to 2 of 2 entries   Previous 1 Next

7.6.5. **NOTE: CANDIDATES CAN BE ALLOTED ONLY IN THE SEQUENCE OF MERIT NUMBER ONLY.**

7.6.6. Click on "**Allot**" in front of the candidate name to allot the seat, following details shall be displayed:

7.6.7. The Trade wise Vacant Seats as **CAP Seat Availability** and **IMC Seat Availability** shall be displayed as above. Click on the appropriate seat type in front of the Trade and click on "**Allot**" to allot the seat to the Candidate.

7.6.8. The System shall ask for reconfirmation of the allotted seat:

7.6.9. Click on "**Yes**" to confirm the allotment of the seat. Following details shall be displayed:

7.6.10. Click on "**Print Allotment Letter**" to print the Allotment Letter.

7.6.11. Candidate shall take this Allotment Letter and visit the Admission Confirmation Counter and **confirm the admission on the same day.**

7.6.12. If the Candidate is not interested for admission against available vacant seat, then click on "**Not Interested**", following message shall be displayed to reconfirm. Click on "**Yes**" to confirm.

Not Interested Confirmation ✕

Do you want to mark 201707A569199 RAHUL RAM as NOT INTERESTED?

Yes   No

7.6.13. If the candidate called for counselling is absent, then click on "**Absent for Counselling Session**", following message shall be displayed to reconfirm. Click on "**Yes**" to confirm:

Absent Confirmation ✕

Do you want to mark 201707A569199 RAHUL RAM as ABSENT?

Yes   No

7.6.14. **NOTE: CANDIDATE ONCE MARKED AS "NOT INTERESTED" OR "ABSENT FOR COUNSELLING SESSION" SHALL NOT BE CHANGED.**

8. **Admission Confirmation:**

8.1. Admission Confirmation process shall be same as followed for Admission Confirmation during 1st to 4th Round.

9. **Seats for Institute Counselling Round:**
   9.1. All CAP seats remaining vacant at Government and Private ITI at a moment (Real Time basis) shall be available for Counselling Round

10. **Mark Attendance by Candidate:**
    10.1. Candidates are not required to Mark Attendance online
    10.2. Candidates shall check the vacancy position and visit ITI for Counselling Round and register Attendance in that ITI

11. **Arrangement for Counseling Round:** ITI have liberty to change the pattern as per requirement and rush of the candidates
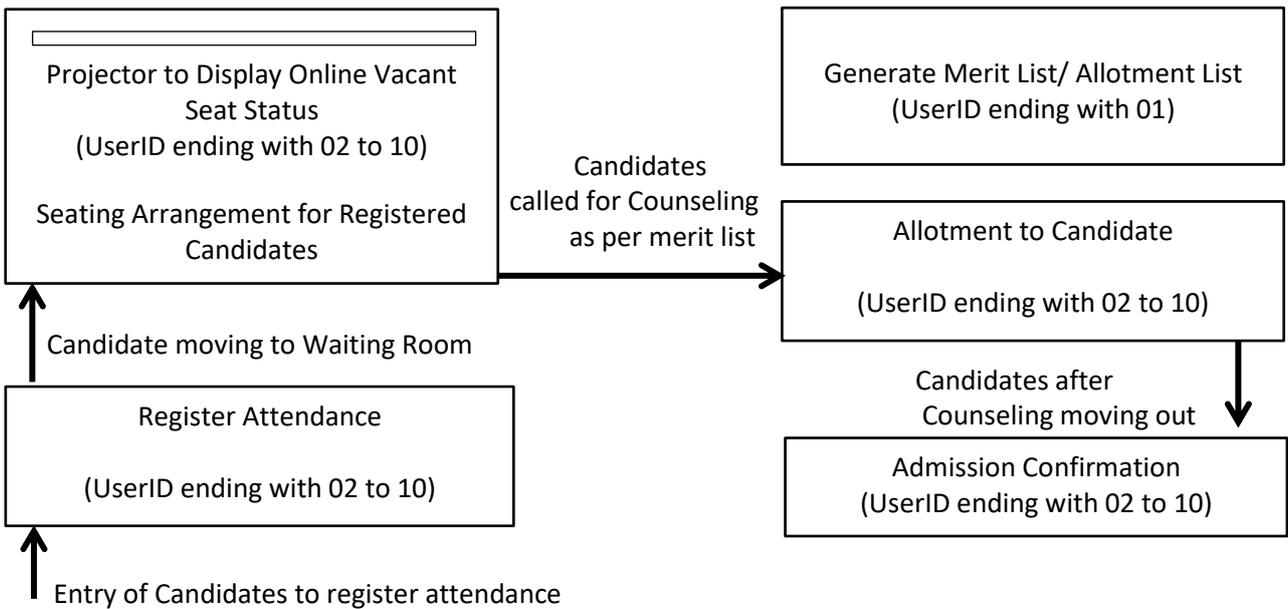
12. **Allotment of Seats in Counselling Round on Daily basis:**
    12.1. **Generate Slot:**
        12.1.1. The Slot shall be auto generated every day at 08.00 am
        12.1.2. The Slot shall be closed by the system daily at 01.00 pm
        12.1.3. Click on "Seat Allotment" to generate Slot after closure of previous Slot i.e. after 01.00pm. Following page shall be displayed:

SLOT DETAILS - COUNSELLING

INSTITUTE DETAILS

| ITI Code | 2735281004 |
| Name of ITI | GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, GUHAGAR, TAL: GUHAGAR, DIST: RATNAGIRI |

S.NO.	SLOT NO.	SLOT STATUS	FIRST GENERATION START DATE / TIME	LAST GENERATION END DATE / TIME	MERIT LIST STATUS
1	1	Running	22/08/2017 11:52:15 AM	23/08/2017 11:52:15 AM	To be Generated

End Slot 1 and Generate Merit List
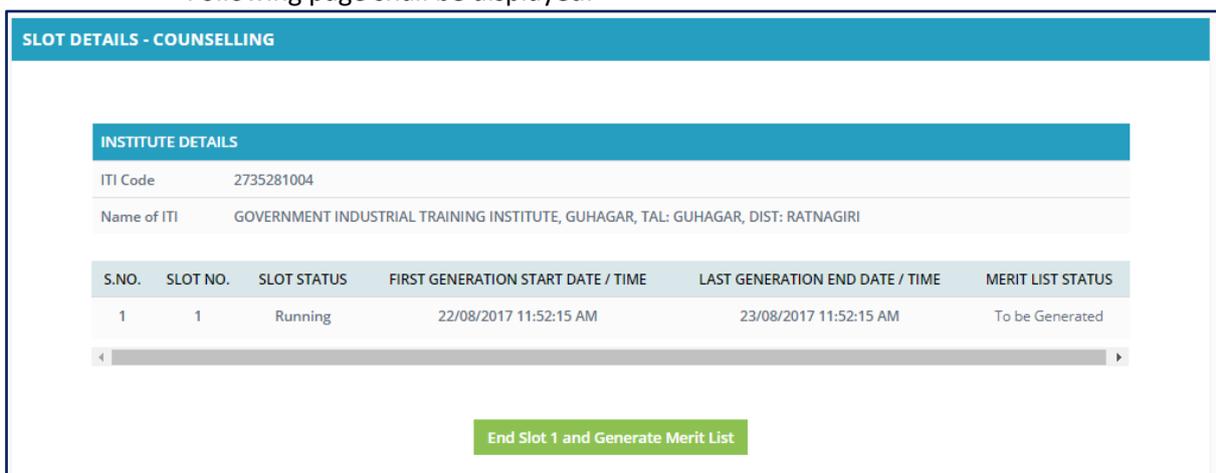
    12.2. **Register Attendance (UserID ending with 02 to 10):**
        12.2.1. Candidates shall approach the registration counter. The candidate shall produce following documents at the registration counter:
            12.2.1.1. Print out of the Online Application Form (*if available*)
            12.2.1.2. Photo Identity Card

12.2.2. The Registration counter shall use UserID ending with 02 to 10 and click on the "**Candidate Registration**" link

12.2.3. Following page shall be displayed. The Registering Officer shall check the Online Application Form Print out and Photo Identity Card and ensure that the candidate is himself present. Enter the Registration Number of the candidate and click on "**Search**".

12.2.4. The details of the candidate shall be displayed as following:

12.2.5. If the Candidate is already admitted to any ITI then the candidate shall not be eligible for Allotment in Counselling Round.

12.2.6. If the candidate is eligible for counselling round then following details shall be displayed:

12.2.7. Registration Incharge shall check the details and Click on "**Mark Attendance**" to register the candidate. Following message shall be displayed and candidate shall be registered on the system:
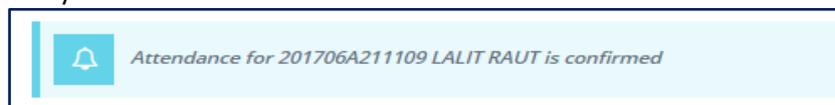
12.2.8. Complete the Registration for all the present Candidates

12.2.9. Candidates present in the ITI daily before 11.00am shall be allowed to Mark Attendance.

12.3. **Close the Slot and Generate Merit List (UserID ending with 01):**

12.3.1. Once all the present candidates are registered, the system shall close the attendance marking and slot at 01.00 pm on the same day.

12.3.2. **<u>IMPORTANT:</u> SLOT ONCE CLOSED SHALL NOT BE OPENED AGAIN. ALSO NEW SLOT CANNOT BE GENERATED AGAIN BY THE PRINCIPAL/ VICE PRINCIPAL THROUGH ANY USERID. NEW SLOT SHALL BE GENERATE BY THE SYSTEM ON THE NEXT DAY.**

12.3.3. Click on "Seat Allotment" to view Merit List. Merit list shall be generated by the system depending upon **State General Merit Number** and shall be displayed as following:

MERIT LIST - COUNSELLING

INSTITUTE & SLOT DETAILS

ITI Name	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, GUHAGAR, TAL: GUHAGAR, DIST: RATNAGIRI	Slot No	1
Slot Start Date and Time	22/08/2017 11:52:15 AM	Slot End Date and Time	23/08/2017 02:27:27 PM

CANDIDATE LIST

[Print & Save]

Show [All ▼] entries   Search: [   ]

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2	201706A211109	LALIT RAUT	Male	15/05/1999	311765	Allotment Pending	

Showing 1 to 2 of 2 entries   Previous 1 Next

12.3.4. Click on "**Print and Save**" to generate Print the Merit/ Attendance List. Display the Merit List at all visible places in the campus. Candidates shall be called as per attendance.

Directorate of Vocational Education and Training, Maharashtra State

ITI ADMISSION 2017: ALLOTMENT LETTER FOR FIFTH ROUND – COUNSELLING

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3. The candidate shall sign the sheet when called for counselling.

12.4. **ALLOTMENT: (UserID ending with 02 to 10)**

12.1.1 **NOTE: ALLOTMENT SHALL START ONLY AFTER THE SLOT IS CLOSED i.e. after 01.00pm.**

12.1.2 Allotment process shall remain same as explain above at point no. 7.6

13 **Admission Confirmation:**

13.1 Admission Confirmation process shall be same as followed for Admission Confirmation during 1st to 4th Round.

14 **Role of Principal:**

14.1 The Principal shall remain present in the ITI

14.2 Principal shall appoint the Counseling Team through written order before counselling round

14.3 Principal shall be custodian of UserIDs and allot the UserIDs and Passwords to the Counseling Team

14.4 Principal shall conduct Training of counseling team and shall explain them in detail and ensure that all team members have understood the system

14.5 The Infrastructure as Registration Counter, Waiting Room, Projector Facility, Allotment Counter, Computers, Printers, Internet Connectivity, Stationery, etc. is well set up before counselling round

14.6 Internet backup in form of Dongle/ Data Card etc. should be made available in sufficient numbers

14.7 Power/ Electricity Backup for the Computers should be made available

14.8 Principal shall be the single point of contact at ITI for Regional Office and Head Office and shall communicate with Regional Office immediately to resolve problem as and when arises

14.9 Principal shall inform Regional Office through telephone and shall not relax after simply dropping a mail to either Regional Office and/ or Head Office

14.10 Principal shall continuously follow up until the issue is resolved.

15 Role of the Regional Office:

15.1 Regional Office shall ensure that the Admission Coordinator team is appointed and functioning

15.2 Regional Office shall take the review of preparation of Counselling at ITI and ensure that all facilities are in place

15.3 Regional Office should understand the SOP and ensure that all preparations are done accordingly.

15.4 The issues faced by the Principals shall be addressed immediately

15.5 If the issues can be solved at Regional Office level then the same should be resolved. For the issue beyond the scope of Regional Office shall be immediately escalated to Head Office Level

15.6 Regional Admission Coordinator shall be the single point of contact at Regional Level for Head Office.

16 Role of Head Office:

16.1 Admission Control Team shall be available on phone and emails and shall immediately take actions for issues escalated to them by Regional Offices.

17 NOTE:

17.1 **REQUEST TO REOPEN CLOSED SLOT OR GENERATION OF NEW SLOT SHALL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.**

17.2 **ADMITTED CANDIDATES HAS TO REGISTER THEIR ADHAAR CARD NUMBER IN POST ADMISSION ACTIVITY. ADHAAR NUMBER IS MANDATORY FOR REGISTRATION ON NCVT-MIS PORTAL. CANDIDATES WITHOUT ADHAAR NUMBER CANNOT BE REGISTERED ON NCVT-MIS PORTAL AND SHALL NOT BE ABLE TO ATTEMPT EXAMINATION.**

17.3 **ENSURE TO COMPLETE POST ADMISSION ACTIVITIES BY 30.09.2022**

17.4 **ITI shall start new Training Session from 01.09.2022**