

### THIRD PHASE OF COUNSELLING ROUND: 12.09.2023 TO 23.09.2023

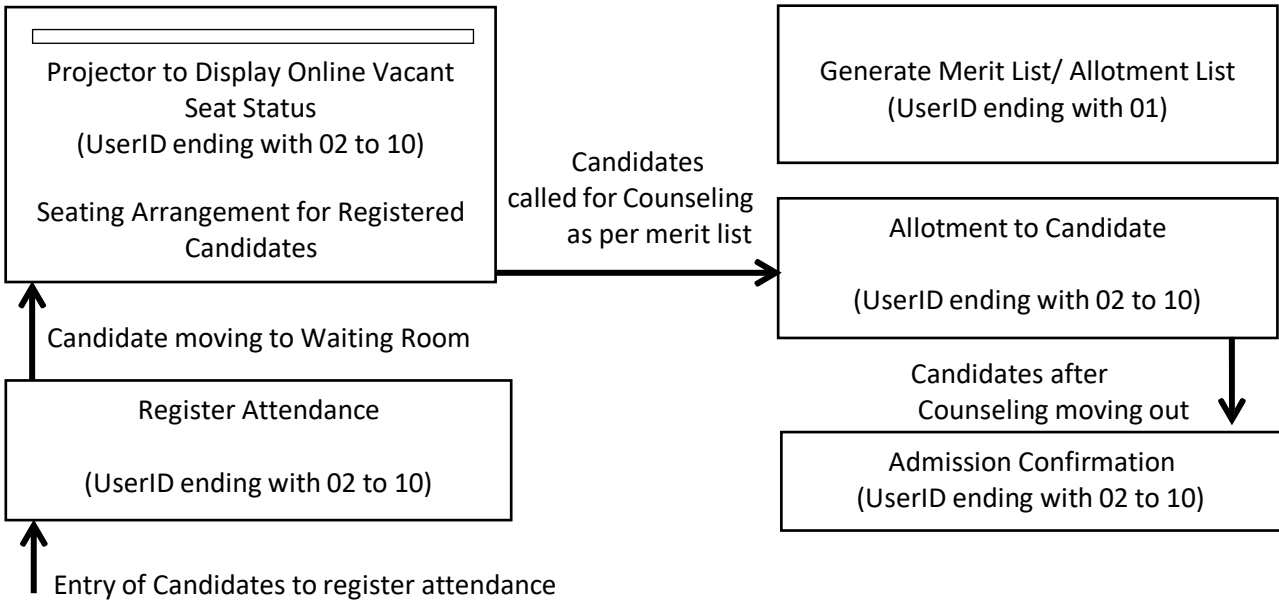
#### 5. Seats for Institute Counselling Round:

- 5.1. All CAP seats remaining vacant at Government and Private ITI at a moment (Real Time basis) shall be available for Third Counselling Round

#### 6. Mark Attendance by Candidate:

- 6.1. Candidates are not required to Mark Attendance online  
6.2. Candidates shall check the vacancy position and visit ITI for Counselling Round and register Attendance in that ITI

#### 7. Arrangement for Counseling Round: ITI have liberty to change the pattern as per requirement and rush of the candidates



#### 8. Allotment of Seats in Counselling Round on Daily basis:

##### 8.1. Generate Slot:

- 8.1.1. The Slot shall be auto generated every day at 08.00 am  
8.1.2. The Slot shall be closed by the system daily at 01.00 pm  
8.1.3. 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](#)

##### 8.2. Register Attendance (UserID ending with 02 to 10):

- 8.2.1. Candidates shall approach the registration counter. The candidate shall produce following documents at the registration counter:
- 8.2.1.1. Print out of the Online Application Form (*if available*)  
8.2.1.2. Photo Identity Card

8.2.2. The Registration counter shall use UserID ending with 02 to 10 and click on the “**Candidate Registration**” link

8.2.3. 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**”.

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

CANDIDATE INFORMATION			
Candidate Registration No	201706A102269	State level general merit No.	97190
First Name	DEVENDRA	Last Name	DEVKAR
Date of Birth	03/11/1998	Gender	Male
10th Pass	Yes	NOS / Blind School	No
Technical Subject	No		

Candidate is already admitted in GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, KHALAPUR, TAL: KHALAPUR, DIST: RAIGAD in Welder and not eligible for admission in Counselling round.

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

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

CANDIDATE INFORMATION			
Candidate Registration No	201706A211109	State level general merit No.	311765
First Name	LALIT	Last Name	RAUT
Date of Birth	15/05/1999	Gender	Male
10th Pass	Yes	NOS / Blind School	No
Technical Subject	No		

[Mark Attendance](#) [Reset](#)

8.2.7. 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:



8.2.8. Complete the Registration for all the present Candidates

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

### 8.3. Close the Slot and Generate Merit List (UserID ending with 01):


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

8.3.2. **IMPORTANT: 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.**

8.3.3. 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							
<b>INSTITUTE &amp; SLOT DETAILS</b>							
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			
<b>CANDIDATE LIST</b>							
Show <input type="text" value="All"/> entries				Search: <input type="text"/>			
<a href="#">Print &amp; Save</a>							
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						<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>	

8.3.4. 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.

 <b>Directorate of Vocational Education and Training, Maharashtra State</b>					
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 COUNSELLING
<b>Note :</b>					
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.				

**8.4. 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 1<sup>st</sup> to 4<sup>th</sup> 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.**