

## GUIDELINES FOR FILLING CHOICES BY THE CANDIDATES

1. Candidates are advised to fill as many choices carefully as desired from the available list of choices.
2. The list of choices of courses will be available to candidates as per his entry qualification and as per eligibility. **(For example, if the candidate has not passed the HSLC exam with Science or Mathematics, those post matric courses for which Science, Mathematics are compulsory will not be available to the candidate. Similarly for HSLC pass entry qualification, if the candidate has not passed the HSLC exam with Mathematics & English then those courses will not be available to the candidate & for under matric trades if he did not pass the entry qualification examination with English & Mathematics then those courses will not be available to the candidate).**
3. The list of courses will be available separately for NCVT, SCVT, NCVT under IMC and SCVT under IMC courses (on payment of higher course fee), NCVT affiliated Private ITI (with Private ITI fee structure).  
For NCVT under IMC and SCVT under IMC courses (on payment of higher course fee), **the candidates of respective district** may opt for admission in respective ITI of their district, where such courses exist.
4. **Choices can be filled after the confirmation of registration details by the Govt. ITI.**
5. There are two boxes available at the **“Fill choices”** option:-  
**Left box** indicates the total available choices as per candidate’s eligibility.  
**Right box** indicates the choices filled by the candidate.
6. Available choices can be sorted course wise & institution wise any time during the choice filling.
7. System has facility to add **Single choice** at a time.
8. **Single choice** can be filled by first selecting choice from **Left box** & then pressing the **<ADD>** button available in the **Left box**. The choice will be added to **Right box** after pressing the **<ADD>** button.
9. System has facility to move the choices by selecting the **<Move choice>** option from the combo box available under label **Edit your filled choices**.
10. System has facility to **Swap Choice** by selecting the **<Swap Choice>** option from the combo box available under label **Edit your filled Choices**.
11. **After completing the choice filling, it is important to save the choices. If not saved all the choices will be deleted.**
12. Candidate can adopt any of the following approach for saving choices:
  - a) Press **<Save Choice>** button. The choices filled by the candidate will be saved & candidate is allowed to add more choices.

b) Press <**Save & Exit**> button. The choices filled by the candidate will be saved & system will exit from the choice filling option.