

ITI Assam eCounseling-2018-19 DE&CT
NIC User Manual for Candidate /Govt. ITIs

DE&CT ASSAM-ITI eCounseling-2018-19

User Operations Manual for Candidates, GOVT. ITIs

(Registration and Choice Filling Module [www.itiassam.nic.in] by candidates) &
(Verification of Registration, doing Admissions and Cancelling of
Admissions [www.intraitiassam.nic.in] by Govt.ITIs)

For

**(Admissions to Various Courses in Industrial Training Institutes (ITI) under the
Directorate of Employment & Craftsmen Training, Assam
Department of Skill, Employment & Entrepreneurship, Government of Assam for the
year 2018)**

ITI Assam eCounseling-2018-19 DE&CT Assam
NIC User Manual for Candidate /Govt. ITIs

Page 1 of 14

Introduction

The Directorate of Employment & Craftsmen Training, Assam under the Ministry of Labour & Employment, Govt. of Assam have three wings namely:

- a. Craftsmen Training scheme
- b. Employment Service scheme
- c. Apprenticeship Training

This Directorate is providing training avenues through different Govt. ITIs of the state under Craftsman Training Scheme of Government of India, with the following objectives:

- a. To provide semi skilled/skilled workers to industry by systematic training
- b. To reduce unemployment among educated youths by equipping them with suitable skills for Industrial Employment & self Employment.

Director – General of Employment & Training under the directions of National Council of Vocational Training which is the apex body at Government of India level for coordinating development of Vocational Training in the country. The NCVT certificates are issued to the passed out trainees of NCVT trades. Similar to the National Council for Vocational Training at Central level, State Council for Vocational Training at the State level is responsible for coordinating an integrated development of Vocational Training. The SCVT certificates are issued to the passed out trainees of SCVT trades.

The National Informatics Centre (NIC), an organization of Government of India under Union Ministry of Information Communication & Technology for providing ICT based solutions to Government and Semi-Government organizations, has been entrusted to accomplish the task of Software development, launching of Web based Online off campus counseling for admissions to all the courses being running in all the Industrial Training Institutes (ITIs) in the State.

Purpose:

This document outlines the operational counseling procedure for the candidates i.e. how to register on the website, how to fill the choices and change the order of choices, generation of provisional allotment letter after allotment etc.

Scope

Counseling for all courses as listed below are covered under the scope of this project.

LIST OF TRADES

Engineering Trades:

Sl No.	Name of trades
POST MATRIC	
1	Fitter
2	Turner
3	Machinist
4	Electrician
5	Mechanic Motor Vehicle
6	Mechanic Diesel Engine
7	Electronics Mechanic
8	Instrument Mechanic
9	Information Communication Technology System Maintenance
10	Draughtsman Civil
11	Draughtsman Mechanical
12	Mechanic Agricultural Machinery
13	Mechanic Refrigeration & Air Conditioner
14	Mechanic Tractor
15	Surveyor
16	Mechanic Auto Body Painting
17	Mechanic Auto Body Repair
18	Plastic Processing Operator
19	Pump Operator cum Mechanic
20	Maintenance Mechanic Chemical Plant
21	Plastic Processing Sector (BBBT CoE)
22	Construction & Wood working sector(BBBT CoE)
23	Information Technology sector(BBBT CoE)
24	Fabrication (Fitting & Welding) sector (BBBT CoE)
25	Plumber
26	Welder
UNDER MATRIC	
27	Wireman

Non Engineering trades:

Sl No.	Name of trades
POST MATRIC	
1.	Stenographer & Secretarial Practice(English)
2.	Secretarial Practice(English)
3.	Dress Making
4.	Basic Cosmetology
5.	Computer Operator & Programming Assistant(COPA)
6.	Bodo Typewriting (BLTT)
7.	Fashion Design & Technology
8.	Desk Top Publishing (DTP) Operator
9.	Photographer
10.	Front Office Assistant
11.	Old Age Care
12.	Soil Testing & Crop Technician
13.	Multi Media, Animation and Special Effect
UNDER MATRIC	
14.	Sewing Technology
15.	Surface ornamentation Techniques (Embroidery)

Duration & qualification for trades:

Sl no.	Name of trades	Duration	Qualification required
1	Dress Making.	02 semesters	Passed 10 th class under 10+2 system of education
2	Computer Operator & Programming Assistant, Stenographer & Secretarial Assistant (English), Secretarial Practice (English), Basic Cosmetology, Plumber, Fashion Design & Technology, Desk Top Publishing (DTP) Operator, Old age Care, Multi Media, Animation and Special effect, Welder	02 semesters	Passed 10 th class examination
3	BLTT (Bodo Language Transcription Trade)	01 semester	Passed 10 th class examination
3	Mechanic Diesel Engine, Pump Operator cum mechanic, Plastic Processing Operator, Surveyor, Mechanic Tractor, Soil Testing and Crop Technician	02 semesters	Passed 10 th class under 10+2 system of education with science & mathematics or its equivalent
4	COE sector(BBBT modules): Plastic processing sector, Fabrication(Fitting & welding) sector, Construction & wood working sector, Information Technology sector	01 year	Passed 10 th class examination
5	Fitter, Turner, Machinist, Electrician, Mechanic Motor Vehicle, Information Communication Technology System Maintenance, Mechanic Refrigeration & Air conditioner, Electronics Mechanic, Instrument mechanic, Draughtsman Civil, Draughtsman Mechanical, Mechanic Agricultural machinery , Mechanic Auto Body Painting, Mechanic Auto Body Repair, Maintenance Mechanic Chemical Plant	04 semesters	Passed 10 th class under 10+2 system of education with science & mathematics or its equivalent
6	Wireman	04 semesters	Passed in 8 th class
7	Sewing Technology, Surface Ornamentation techniques(Embroidery)	02 semesters	Passed in 8 th class

Courses and Basis of Admission:

1. The candidate may choose the ITI as well as the courses from the course matrix table given in the website.
 - a. The seats will be allocated on merit, based on the basis of marks obtained by the candidate in the entry qualification examination & following reservation rules in force. **The differently able (PH) candidates** will be considered only on production of trade suitability certificate issued from **the Vocational Rehabilitation Centre (VRC) for handicapped, ITI Guwahati campus, Gopinath Nagar, Guwahati-16.**
 - b. **For post matric trades-** in case of same percentage of marks obtained by the candidates in **HSLC or equivalent examination with Science & Mathematics**, the marks obtained in **Mathematics** will be considered, in case of similar marks in **Mathematics**, the marks obtained in **English** will be considered, at the time of preparation of merit list. If still the marks obtained by the Candidates are same, then seat will be allotted through randomization by the System.
 - c. Similarly for trades with **HSLC pass or equivalent qualification**, in case of similar percentage of marks obtained by the candidates, then the marks obtained in **Mathematics** will be considered, in case of similar marks in **Mathematics** then **English** marks will be considered, at the time of preparation of merit list. If still the marks obtained by the Candidates are same, then seat will be allotted through randomization by the System.

b (1). For under matric trades- in case of similar percentage of marks obtained by the candidates, in class VIII examination are same, the marks obtained in **Mathematics** will be considered, in case of similar marks in **Mathematics**, the marks obtained in **English** will be considered, at the time of preparation of merit list. If still the marks obtained by the Candidates are same, then seat will be allotted through randomization by the System.

If the seats in Under-Matric Trades remain vacant due to non availability of 8th pass Candidates, then from 4th Counseling onwards, those vacant seats will be opened for filling up by Post-Matric Candidates.

- d. In case of Engineering Trades, the candidates must have passed the entry qualification examination with **Mathematics & English**.
- e. In case of Non-Engineering Trades, the candidates must have passed the entry qualification examination with **English**. In case of similar percentage of marks obtained by the candidates, then the marks obtained in **English** will be considered.
- f. **If the candidate selects 8th class pass as entry qualification, he has to fill the marks of subjects of 8th class pass only for applying in the under matric trades having 8th pass entry qualification.**

A copy of certificate which is to be obtained in format –I to be downloaded from the website & 8th pass mark sheet to be submitted during verification, with other original documents, if he has applied for the trades having 8th pass entry qualification.

- g. **If the candidate selects 10th as entry qualification, he has to fill the marks of subjects of 10th class (HSLC) pass for applying in Post matric trades & if he also desires to apply for the trades having 8th class pass entry qualification then he has also to fill the marks of subjects of 8th for applying in under matric trades.**

A copy of certificate which is to be obtained in format – I to be downloaded from the website & 8th pass mark sheet , to be submitted during verification, also for 10th pass entry qualification along with HSLC mark sheet , with other original documents, if he has applied for both the trades having 8th pass entry qualification & 10th pass entry qualification trades.

- h. **The candidates of CBSE courses are to fill their marks of each subject by converting from CGPA (multiplying by 9.5). No grade is allowed to put in marks table.**

- 2. Allocation of seats will be intimated to the candidate through SMS in the mobile number to be given by the candidate at the time of registration for e-counseling.

3. The candidate will take a print out of his allotment letter & will report to the respective ITI for admission. If the particulars given by the candidates are found correct then the candidate will be considered provisionally for admission.
4. If no seat is allotted then the candidate is to participate the next counseling by giving his choices again.
5. For Women ITIs & for Basic Cosmetology trade only female candidates should apply.

Important Points

- There will be a total of Six rounds of counseling.
- The reservation policy for all rounds of Counseling shall be as per Reservation rules of Govt. of Assam for admission in the ITIs .

STEPS TO BE FOLLOWED IN THE ENTIRE e Counseling process

1. To participate in the e counselling the candidate shall fill all his particulars on the counseling website www.itiassam.nic.in under the option **New Registration**.
2. After filling all the correct information, the candidate will take the printout of his filled particulars. The candidate has to **remember password** filled during registration.
3. To correct information (if any), the candidate has to login by using Roll no printed on the printout and password. For correction the candidate will use **edit Registration Module**.
4. **After taking the printout**, candidate shall have to visit the nearest Govt. ITI for verification of his documents with the particulars filled during registration, as per scheduled dates on all working days during office hours.
5. The candidates who have applied for the trade for entry qualification of class VIII pass trades shall produce the certificate in format-I along with mark sheet, while verification of their documents.
6. For 10th pass entry qualification they will produce HSLC pass documents & mark sheets at the time of verification.
7. **The candidates of CBSE courses are to fill their marks of each subject by converting from CGPA (multiplying by 9.5).**
8. **No grade is allowed to put in marks table.**
9. **The candidate will be eligible for filling his choices only after verification by the Govt. ITI.**
10. The registration is one time process & it will be valid throughout the online counselling.

11. For filling the choices the candidate has to login again by using Roll No. Printed on the printout & password during the period in which the choice filling is allowed. On successful login, the following option will be available to the candidate:
 - a. **Edit Registration:** In case a candidate has entered any information by mistake, he can edit his entered information by “**Edit Registration**” option, before verification.
 - b. **Available Choices:** The candidate will be provided with list of institutes & courses (NCVT, SCVT and SCVT under IMC on payment of higher course fee) separately.
 - c. **Fill Choices:** The candidate can fill the institute & courses of his choice provided in the list in order of preference.
 - d. **Display filled Choices:** Choices entered by the candidate will be displayed on different format so that the candidate can check the already entered information.
 - e. **Change Password:** Candidate can Change his/her password using the option.
 - f. **Allotment letter:** Candidate can generate allotment letter before reporting for admission to an allotted institute.
12. The candidate has to fill his choices & save his choice within the stipulated time period as declared by the DE&CT Assam in counselling schedule.
13. **Allotment of seat:** After the choice filling is over all filled choices of all registered candidates will be considered for allotment of seats as per merit (Rank) & category of the candidate. The allotment of seat is purely provisional.
14. If a seat is allotted, the candidate has to take printout of his allotment letter & visit the allotted Govt. ITI for accepting the admission.
15. If no seat is allotted, then the candidate has to participate in the next counselling by filling his choices again.
16. If a candidate is allotted a seat and he/she doesn't wish to freeze his/her seat for up-gradation to get a better choice of course or institute, the candidature will be auto-upgraded as per the candidate's Choice Filling. After getting the up-graded seat, the candidate must join in the newly allotted seat and the previously admitted seat will be automatically cancelled. In that case the candidate's admission fees will be refunded after completion of the whole Admission process.
17. If a candidate is allotted a seat and doesn't take admission, then his candidature will be forfeited for the entire admission process.
18. The detailed instruction about the online counselling is available in the website.

e-Counseling for Candidates [www.itiasam.nic.in]

Following software interfaces/links are available for candidates during "Web Based Counseling".

Candidate Module

1. New Candidate Registration
2. Registered Candidate Login
3. Edit Registration Details
4. Available Choices
5. Fill Choices
6. Display/Print Filled Choices
7. Change Password
8. Choices Edit – Move/Delete/Edit/Rearrange/Print
9. View of seat allotment Details
10. Printing of provisional Seat Allotment letter
11. Log out

Operational procedure of Web Interface for Candidate Module:

On opening the Candidate Counseling site www.itiasam.nic.in , home page of the website will be displayed.

The option available on the home page are New Registration, Help Line, Counseling Schedule, Information Brochures, Choice Filling, Guidelines and Instruction (General) Format –I for 8th class pass marks and Candidate Login.

1. New Candidate Registration

On clicking the [New Registration details](#), the next page for filling the particulars of the candidate will be opened.

The candidate has to fill all the particulars as per the screens in the website.

It is mandatory for every candidate to fill all his particulars like

- _ Candidate Name
- _ Father's Name
- _ Mother's Name
- _ Date of Birth
- _ Sex
- _ State of Domicile
- _ Category/Sub-Category
- _ Address
- _ District
- _ Telephone
- _ Mobile No.
- _ Email ID
- _ Entry Qualification

_ If the candidate selects 8th class pass as entry qualification, he has to fill the marks of subjects of 8th class pass only for applying in the under matric trades having 8th pass entry qualification. A copy of certificate which is to be obtained in format –I to be downloaded from the website & to be submitted during verification along with 8th pass marksheet, if he has applied for the trades having 8th pass entry qualification.

_ If the candidate selects 10th class as entry qualification, he has to fill the marks of subjects 10th class pass for applying in Post matric trades & if he desires to apply for the trades having 8th class entry qualification, then he has to fill the marks of subjects of 8th for applying in under matric trades. A copy of certificate which is to be obtained in format –I to be downloaded from the website & 8th pass marksheet are to be submitted during verification, along with HSLC marksheet , if he has applied for the trades having 8th pass & 10th pass entry qualification trades.

The following information for each class passed has to be filled by the candidate.

Exam Passed,

Board/University,

Year Of passing,

Total Marks,

Marks Obtained and

Marks obtained in each subject for each passed class (8th, 9th, 10th) as the case may be and Subject-wise total marks and also indicating whether candidate is pass/fail in particular subject.

The candidates of CBSE courses are to fill their marks of each subject by converting with CGPA (9.5). No grade is allowed to put in marks table.

At the last the candidate has to enter the password which will be used by the candidate to edit his particulars or fill the choices after the verification of registration.

This information will be filled by the candidate during the period as per the counseling schedule is shown in the website.

After saving all the particulars, the following screen will be displayed which will show a unique number to be keep remember by the candidate.

2. Registered Candidate Login:

The candidate Login will be used by the candidate to edit his registration details, to fill the choices of courses and print the provisional allotment letter. Following option are available when the candidate successfully login in.

- a. Registration Details
- b. Edit Registration Details
- c. Available Choices
- d. Fill Choices
- e. Display Filled Choices
- f. Change Password
- g. Generation of Provisional Allotment Letter

(a) Registration Details:

This option will show all the information filled by the candidate.

(b) Edit the Registration Details

To edit the registration details, the candidate has to login the counseling site by using his login id and password (filled during registration). After successful login, the candidate will use the option Edit Registration Module. All the already filled particulars by the candidates will be shown to candidate.

After correcting any wrongly filled particulars, the candidate will use the save/submit option to save his corrections.

(c) Available Choices:

Candidate can see available choices details by clicking on the option **Available Choices, after verification of registration details.**

(d) Fill Choices:

Candidate can fill the choices by clicking on the option **Fill Choices:**

The candidate has to select which type of courses he wants to apply i.e. whether NCVT Courses, SCVT Courses SCVT under IMC courses (on payment of higher course fee). The available seats will be displayed as per course type selection.

(e) Rearranging of Choices-

This option allows to insert the choice number placed at any level and given in the first field, at the value of level given in the second field. It then re-sequence and re-arranges the whole list accordingly. To execute this, give appropriate values in both the fields and press the button “Move Choices”.

(f) Swapping of Choices-

This option allows to swap the choice number given in the first field with the choice number given in the second field. To execute this, give appropriate values in both the fields and press the button “**Interchange**”.

(g) Display Filled Choices: Candidate can see the choices filled by him by clicking on the option **Display Filled Choices.**

(f) Change Password:

The candidate can change his password by clicking on the option **Change Password.**

(f) Generation of Provisional Allotment Letter:

Candidate can print the provisional seat allotment letter from the website, in case he or she has been allotted a seat, after the allotment result has been announced. The candidates are required to report to their respective allotted Institutions within the specified period (as per the counselling schedule) along with the documents / testimonials / certificates. If candidate does not report to the institute within the stipulated period, their allotted seats will be cancelled and the candidate will not have any claim of the seat what so ever.

(Format of Allotment Letter may differ as per decision/policy of DE&CT)

Operational procedure of Web Interface for Govt. ITIs:

For verifying the particular of the candidates and for doing admissions of the candidates, Govt. ITI will have to login on the e Counseling website for Govt. ITI on the URL: www.intraiassam.nic.in. The following home page will be available to Govt. ITIs.

After successful login, the following option will be available to Govt. ITIs.

1. Update Registration
2. Admissions
3. Change Password
4. Admission Withdrawal

1. Update Registration: As the process of verification of candidate's particulars with the documents has to be done by the Govt. ITIs, this option will be used by only Govt. ITIs. On selecting this option, the Govt. ITIs has to fill the Roll No. of the candidate.

On filling the Roll No., the information filled by the candidate will be displayed on screen .

If any information filled by the candidate has to be corrected as per the documents, Govt. ITIs will use the **Edit Registration Details Option**. On selection the Edit Registration details, all the information filled by the candidate will be available in the edit Mode.

After making all the corrections, click the **save** button to save your changes. Now after satisfying yourself that all the information fill by the candidate are as per the documents, **Press the Confirm Registration Details Button**.

After this, the candidate and Govt. ITIs will not be able to change his particulars and only after confirmation of details, the candidate will be eligible for filling the choices.

Admission:

Change Password:

Admission Withdrawal:

FORMAT— I

To Whom It May Concern

Certified that Sri/Smt/Kumari _____

S/o./D/o/W/o _____

passed class Eight(VIII) Examination from this institution and under _____ board

in the year _____ and obtained _____ Marks out of

total _____ marks.

Marks secured in English _____ ,

Marks secured in Mathematics _____

As per our record his / her date of birth is _____ and residential address is

Signature of the Head of the Institution

With date and seal

Attested by:

**The Inspector of schools / District Elementary Education officer
of the district where the school is situated
with date & seal**