



INSTITUTE LEVEL COUNSELLING ROUND

FIRST PHASE OF COUNSELLING ROUND: 26.08.2024 TO 31.08.2024

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 paid application form fees.

1.2.2. Candidates who are admitted against CAP Seats.

1.2.3. Candidates who are admitted at Private ITI against Institute Level or Minority 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: 26.08.2024

3.1. All CAP seats remaining vacant at Government and Private ITI after 4th Admission Round shall be available for Counselling Round.

3.2. ITI and candidate can check Trade wise real time vacancy through their login.

4. Merit List: 26.08.2024

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.

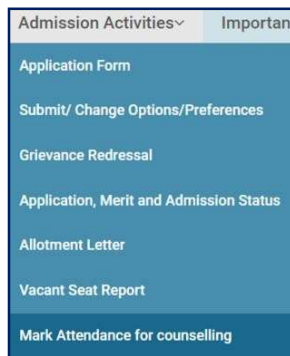
4.3. Candidate has to login to their account to check their State Level General Merit Number using "Admission Activities > Application, Merit and Admission Status" tab.



5. Mark Attendance by Candidate: 27.08.2024 to 28.08.2024

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:

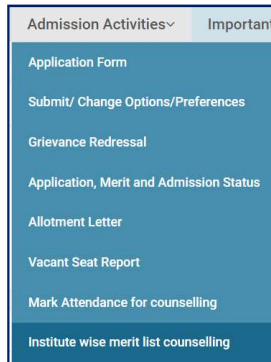
S.NO.	Name of ITI	District	Action
1	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, ANDHERI, TAL: ANDHERI, DIST: MUMBAI SUBURBAN	MUMBAI SUBURBAN	Delete
2	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, BORIVALI, TAL: BORIVALI, DIST: MUMBAI SUBURBAN	MUMBAI SUBURBAN	Delete

[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: 29.08.2024

- 6.1. Candidate has to login to their account to check ITI wise Merit List from 05.00pm onwards on 29.08.2024 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.

CANDIDATE INSTITUTE WISE MERIT LIST - COUNSELLING ROUND				
STATE LEVEL GENERAL MERIT NUMBER : 1				
Institute Name	Institute Level Merit No.	Day	Slot time	
GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, BORIVALI, TAL: BORIVALI, DIST: MUMBAI SUBURBAN	1	2 Sep	8am	
GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, ANDHERI, TAL: ANDHERI, DIST: MUMBAI SUBURBAN	2	2 Sep	8am	

- 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.

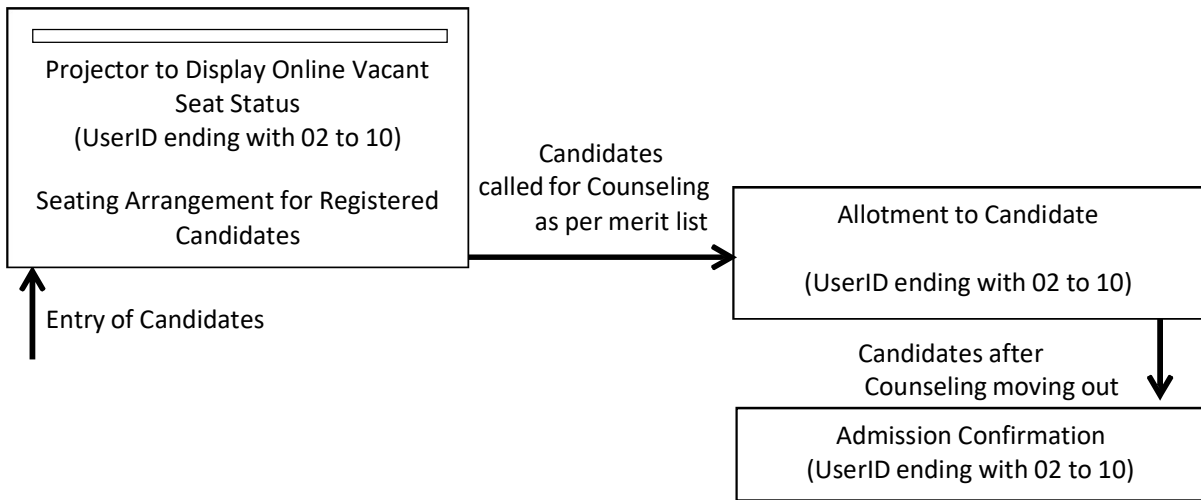
- 6.5. Candidate has to report at least 1 hour prior to the allotted Time on the specified Date. If Candidate is not available at the given Time on given Date, then they shall lose their claim and shall not be considered thereafter.
- 6.6. Candidates allotted Date and Time slot does not mean that Candidate 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.

7. Allotment of Seats in Counselling Round: 30.08.2024 to 31.08.2024

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	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 start allotment or admission confirmation after 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	23-08-2017 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
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: <input type="text"/>			
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"/>							

7.6.5. **NOTE: CANDIDATES CAN BE ALLOTTED 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:

The screenshot shows a web interface titled "SEAT ALLOTMENT - COUNSELLING". It features a "CANDIDATE INFORMATION" section with the following details:

Candidate Registration No	201707A569199	State level general merit No.	311764
First Name	RAHUL	Last Name	RAM
Date of Birth	01/06/1992	Gender	Male
10th Pass	No	NOS / Blind School	No
Technical Subject	No		

Below this is the "Seat Availability for ITI - GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, GUHAGAR, TAL: GUHAGAR, DIST: RATNAGIRI" section, which contains a table:

S.NO.	TRADE NAME	CAP SEAT AVAILABILITY	ACTION	IMC SEAT AVAILABILITY	ACTION
1	Welder	20	<input type="checkbox"/>	0	<input type="checkbox"/>
2	Sewing Technology	21	<input type="checkbox"/>	0	<input type="checkbox"/>

At the bottom of the interface are three buttons: "Allot" (green), "Not Interested" (blue), and "Absent for Counselling Session" (red).

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:

The screenshot shows a dialog box titled "Allotment Confirmation" with a close button (X). The text inside the dialog asks: "Do you want to Allot CAP Seat in Welder to 201707A569199 RAHUL RAM?". At the bottom of the dialog are two buttons: "Yes" (green) and "No" (red).

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

The screenshot shows the same "SEAT ALLOTMENT - COUNSELLING" interface as in 7.6.6, but with the following changes:

- The "CAP SEAT AVAILABILITY" for "Welder" is now 19.
- The "ACTION" checkbox for "Welder" is now checked (green square).
- At the bottom right, there are two buttons: "Print Allotment Letter" (red) and "Next Candidate" (blue).

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.



- 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:



- 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.