CITS 2019 Counselling / Admission process & Instructions to Candidates

1. **CITS 2019** Counselling will be conducted in online mode, for 34 Trades, offered in NSTIs and IToTs. Details of Trades, Institutes and their amenities are provided in the Prospectus

2. **The online Counselling Process consists of the following steps**
   - **Login through candidate login already provided**
   - **Select Institute choices**
   - **Pay Counselling Fees**
   - **Verify and change Institute choices as per the Dynamic ranking displayed in your login**
   - **Choices will be automatically finalized at the end of the allotted time.**
   - **Institute will be allotted as per AICET marks, reservation and availability of your Institute choice.**
   - **Go to nearest NSTI and get the documents verified. Get provisional admission.**
   - **Choose transfer of Institute, if you have not got your first choice**
   - **Proceed with photo and original documents, directly to the Allotted Institute on the day of opening. Complete the Admission process and attend classes.**

3. **The minimum AICET Cutoff marks required for participating in online counselling is given below:**

	General	**OBC-NCL/GEN-EWS**	**SC/ST/PH**
Lower Cut Off out of 100 Marks	33	29	20

4. **Counselling Fee:**
   The counselling Fee is Rs.1000 which is **non-refundable**. Counselling Fee will be adjusted in the admission Fee for candidates who have taken admission in any phase of counselling. Only candidates who have paid counselling Fee, will be considered for Counselling. Counselling Fees more than Admission Fee if any will be refunded to admitted candidates during Admission at allotted NSTI.

5. **Phases of Counselling**
   CITS 2019 Online counselling will be conducted in **Three Phases**
   i. **First Round Counselling**
   ii. **Second Round Counselling**
   iii. **Mop up Round**

6. **Institute Selection:**
   - All eligible candidates will have to login and select their choice of Institutes.
   - Minimum five Institute choices are made mandatory
   - If Institute choices are less than five, then all choices are mandatory.
   - Two days' time will be given for selecting and finalizing the Institute choice.
   - At the end of the day, selected choices will freeze and no further change in choice can be done.
   - To assist a candidate in choosing a realistic choice, a Candidate's tentative Ranking in an institute, based on his marks and other candidate's choice is displayed in the candidate dashboard.
   - The ranking displayed is dynamic and will change depending upon the choice of higher ranked candidates. This ranking is shown only for indicative purpose and is not Final.
   - The ranking shown on the screen will not guarantee a candidate his choice of Institute.
   - A candidate can change his/her choice **N** number of times to **check his probability of getting a seat** in their first choice.

7. **Payment of Fees**
   Candidates can pay their Counselling Fee any time during the Two days offered.
   Counselling Fee should be paid **online** through Candidate login only.
   An online Fee payment receipt will be generated at the end of the day in the Candidate Login.

8. **First Round Counselling Merit List:**
   - Based on AICET marks and the choice of the candidates, an Institute will be allotted to all eligible candidates for all available seats.
   - If the first choice of the candidate is not available, then his second choice and so on is allotted.
   - Candidate can view the Institute allotted to him in his login and Print his Institute allotment notification.

9. **Provisional Admission:**
   - Candidate can go to the nearest NSTI with the Fee payment receipt and Institute allotted notification for provisional Admission.
   - Candidate should produce all necessary original document at the time of provisional Admission.
   - NSTI verifies all documents physically.
   - NSTI Competent Authority Signed Provisional Admission letter **generated from the portal** will be given to candidates.
   - **The following documents will be verified by NSTI.**

I. Counselling Fee payment and Institute Allotment notification generated from the portal.
    II. Academic certificate - 8th/10th/+2
    III. Marks statement or certificate for completing ITI/Degree/Diploma
    IV. Caste Certificate
    V. EWS Certificate
    VI. PWD Certificate
    VII. Ex-serviceman Certificate

- **FOUR days**' time will be given to candidates to complete the provisional admission at the nearest NSTI.
- Candidate once admitted cannot participate for further counselling but can participate in the transfer process.

10. **First round Transfer option, for candidates who have taken provisional admission and have not got their first choice of Institute:**
    - Only for candidates who have taken admission.
    - Option for transfer will be opened for candidates who have **not got their First choice** of institute.
    - Only one choice for change will be provided.
    - Candidate can view his/her probability of getting their choice and freeze his choice.
    - Candidate will be provided his choice of Institute, If available, according to Merit
    - Details of Transfer will be available in the candidate login at the end of the Day.
    - Once transfer process is completed, **no change for reversion** to their originally allotted Institute will be entertained.

11. **Candidate who have got provisional admission should proceed with original documents to the Admitted NSTI/IToT for classes on the day of opening.**

12. **Second Round Counselling:**
    - Second round counselling will be conducted for all provisional non-admitted, eligible candidates.
    - Second round counselling will be opened for all seats, not selected and admission not taken by candidates in First Counselling.
    - All candidates **who have not participated** in first counselling and have not paid counselling Fee can participate by paying the counselling Fee.
    - Candidates who have scored higher marks but have not participated in First round of counselling, cannot claim a seat/Institute at par with candidates who have got provisional admission during First round of counselling.
    - **All candidates who have paid Counselling Fee but have not taken admission in First Round** can also participate and choose their centres without paying fees for available vacant seats.

- For **Institute selection process** refer point number 6

13. **Opening of unfilled seats:**
    - All unfilled seats, where provisional admission was not taken will be opened for transfer and Mop up round.
    - Unfilled vacant seats where candidates are not available will be opened as per norms for transfer and Mop up round.

14. **Second round Transfer option, for candidates who have taken provisional admission and have not got their first choice of Institute:**
    - Second round Transfer Option will be opened for all provisionally admitted candidates, who have **not got their First choice** of institute.
    - Only one choice for change.
    - Candidate can view his probability of getting his choice and fix his choice.
    - Candidates will be transferred as per merit and availability of choice
    - Details of Transfer will be available in the candidate login at the end of the Day.
    - Once transfer process is completed, no chance for reversion to his originally allotted Institute

15. **Mop up Round of counselling**
    - All eligible candidate list who have not taken admission so far will be available in all NSTI login.
    - Candidates who have not paid their counselling Fee earlier should pay their Counselling Fees online
    - Candidates can select the NSTI of his choice as per vacancy available
    - Approach the nearest NSTI for document verification
    - Seats will be allotted as per merit.

16. **Format of Certificates**
    Sample formats of EWS, PWD, Ex-Serviceman and SC/ST/OBC certificates are available in the Downloads section at the homepage of www.nimionlineadmission .in

17. **List of NSTIs and their Location**
    Kindly see prospectus

18. **Queries**
    Candidates can read the Frequently Asked Questions for better understanding
    For all queries related to counselling/admission write to
    nimionlineadmission@gmail.com

19. Timeline of CITS 2019 Counselling

Phase	Date	Day	Activity
First Round	15 June 2019	Saturday	Selection of Institute & Payment of Counselling Fee
First Round	16 June 2019 5.30 PM	Sunday	Selection of Institute & Payment of Counselling Fee
First Round	18 June 2019	Tuesday	**First Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
First Round	19 June 2019	Wednesday	**First Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
First Round	20 June 2019	Thursday	**First Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
First Round	21 June 2019	Friday	**First Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
First Round	22 June 2019	Saturday	**First Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
First Round	23 June 2019 5.30 PM	Sunday	**Transfer Process Online -** for all provisionally admitted candidates who have not got their first choice. **Select Institute of Choice** **Candidate transferred as per merit at the end of the Day**
Second Round	24 June 2019	Monday	**Selection of Institute** **Payment of Counselling Fee by candidates who have not paid fees earlier**
Second Round	25 June 2019 5.30 PM	Tuesday	**Selection of Institute** **Payment of Counselling Fee by candidates who have not paid fees earlier**
Second Round	27 June 2019	Thursday	**Second Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
Second Round	28 June 2019	Friday	**Second Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
Second Round	29 June 2019	Saturday	**Second Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
Second Round	01 July 2019	Monday	**Second Counselling** - Allotted Institute appears in Candidate Login - Candidate approaches nearest NSTI - Documents verification - Provisional Admission
Second Round	02-07-2019 5.30 PM	Tuesday	**Transfer Process Online** Opening up unfilled reservation seats for filling up. for all candidates who have not got their first choice. **Select Institute of Choice** **Candidate transferred as per merit at the end of the Day**

Mop up Round

1. **First Mop up Round**
- **All vacant seats will be available for mop up round**
- Candidates who cleared the AICET 2019 Cut Off are **eligible** for CITS 2019 Mop Up Round.
- Candidates who have not registered for CITS 2019 Counselling before, can also participate in the Mop Up Round by paying the counselling Fee.
- Candidates who have paid their counselling Fee earlier and did not get provisional admission, can also appear for Mop Up Round Counselling.
- Candidates who participated in the 1st or 2nd round of CITS 2019 Counselling and got provisional admission **cannot participate** in the Mop Up Round.

First Mop up Registration 04th July 2019 Thursday	• Check out the vacancies to know the availability of seats in various NSTIs/IToTs • Login with your credentials and check out the probability of getting a seat in an NSTI/IToT • Select the Institute of your choice. • Pay your counselling Fee if not paid earlier • Swap your choice of Institute to see the probability of getting a seat. • Institute choice gets automatically locked at 5.30 PM Server time in the final choice made by the candidate. • Rank Allotted as per AICET marks scored (merit) • Seats allotted as per rank and choice
First Mop up Provisional admission 05th, 6th & 8th July 2019 Friday & Saturday	• Check your name in the merit list • Go to the nearest NSTI and complete Provisional Admission

2. **Second Mop up Round**
- **All vacant seats will be available for mop up round**
- Candidates who have scored **above and equal to 20 marks in AICET 2019** are **eligible** for CITS 2019 second Mop Up Round.
- Candidates must register for second mop up in the online portal on **9th July 2019**
- Candidates who have registered for first mop up but did not get their seats allotted for provisional admission should also register for second mop up.
- Candidates who have not registered for CITS 2019 Counselling before, can also participate in the Mop Up Round by paying the counselling Fee.
- Candidates who have paid their counselling Fee earlier and did not get provisional admission, can also appear for second Mop Up Round Counselling.
- Candidates who participated in the 1st, 2nd round of CITS 2019 Counselling, first round of Mop up round and have **got their provisional admission cannot participate** in the second Mop Up Round.

Second Mop Up Registration 9th July 2019 Tuesday	• Vacant seats will be displayed in the portal. • Candidate should register in the portal for the available seats. • Check out the vacancies to know the availability of seats in various NSTIs/IToTs

	• Login with your credentials and check out the probability of getting a seat in an NSTI/IToT • Select the Institute of your choice. • Pay your counselling Fee if not paid earlier • Swap your choice of Institute to see the probability of getting a seat. • Institute choice gets automatically locked at 5.30 PM Server time on 9th July in the final choice made by the candidate. • Seats allotted as per AICET marks scored (merit) and choice for all Vacant seats beyond second Mop up • Any candidate irrespective of category who has appeared in AICET and who has **scored above 20 marks** can also register online with counselling fee.
Second Mop up provisional admission **10th 11th 12th July 2019** **Wednesday** **Thursday & Friday**	• Check your name in the merit list • Go to the nearest NSTI and complete Provisional Admission

DISTRIBUTION OF CITS SEATS IN INSTITUTES

Distribution of CITS seats in NSTIs:

SI. No	Name of CITS Trade / NSTI & IToT	NSTI Chennai	NSTI Calicut	NSTI Bhubaneshwar	NSTI – (V) Hyderabad	NSTI Jodhpur	NSTI Ludhiana	NSTI Haldwani	NSTI Mumbai	NSTI Dehradun	NSTI-R Hyderabad	NSTI Howrah	NSTI Kanpur	NSTI Jamshedpur	NSTI 1 Bengaluru
1	Carpenter	100										25			
2	Computer Hardware and Networking Maintenance									50	50				
3	Computer Software Application	50				25	25		100	100	50	25	50		50
4	Draughtsman Civil	100										100			
5	Draughtsman Mechanical							50	50			100			
6	Dress Making												50		
7	Electrician & Wireman	150	25	25	100	50	75		100	100		50	100		50
8	Electronic Mechanic	25	25						50	50	75		50		50
9	Fitter	100		50	100	50	50	100	150			100	100	50	50
10	Foundry											50			
11	Instrument Mechanic								50			25			
12	Mechanics Agriculture Machinery						25								
13	Machinist and operator. Adv. Machine Tool	25			25		50	50	75			50	50		25
14	Machinist Grinder											25			
15	Mechanic Diesel	50				50	25								
16	Mechanic Machine Tool Maintenance											25			
17	Mechanic Refrigeration and Air-Conditioning		100									25			
18	Motor Mechanic Vehicle	50			25	50	75		50			50	50		
19	Plumber	100													
20	Reading of Drawing and Arithmetic - RODA	50	100					50				50			
21	Sewing Technology	100											100		
22	Sheet Metal Worker											25			
23	Tool and Die Maker	25													
24	Tractor Mechanic						50								
25	Turner	25			25		25	50	50			50	75		25
26	Welder	75	25	25	50	50	50		50			50	75		75
	Total	1025	275	100	325	275	450	300	725	300	175	825	700	50	325

Distribution of CITS seats in NSTI (W):

Sl. No	Name of CITS Trade / NSTI & IToT	NSTI (W) Noida	NSTI (W) Mumbai	NSTI (W) Bangalore	NSTI (W) Trivandrum	NSTI (W) Panipat	NSTI (W) Kolkata	NSTI (W) Tura	NSTI (W) Indore	NSTI (W) Vadodra	NSTI (W) Allahabad	NSTI (W) Jaipur	NSTI (W) Shimla	NSTI (W) Rajpura	NSTI (W) Patna
1	Architectural Assistantship	25	25		25		25					25			
2	Catering & Hospitality										50				
3	Computer Software Application	25		25	25		25	25	25	25	25	25			
4	Cosmetology	50				50	50			25	75	75		25	
5	Desk Top Publishing Operator	25		25											
6	Draughtsman Civil												50		
7	Dress Making	50	50		25	25	25	25	25	25	75	75			
8	Electronic Mechanic	25								25	50				25
9	Fashion Design Technology	50		25			25		25	25	25	25	25	25	
10	Office Management	25								25		25			
11	Office Management Hindi											50			
12	Sewing Technology	50				25		25							
13	Surface Ornamentation Technique	50				25									
	Total	375	75	75	75	125	150	75	75	150	300	300	75	50	25

Distribution of CITS seats in State Government and Private ITOTs:

Sl. No	Name of CITS Trade / NSTI & IToT	Bhopal IToT (Govt. of Madhya Pradesh)	Lucknow IToT (Govt. of Uttar Pradesh)	BijuPattnaik ITOT, Talcher (Govt. of Odisha)	Davangare IToT (Govt. of Karnataka)	Govt IToT Malavalli (Karnataka)	Rohtak IToT (Govt. of Haryana)	SDM Pvt. ITOT, Hissar	Modern Pvt. IToT, Kangra	S. Gita Ram Pvt. IToT,Matloda	Syadwad Pvt. IToT, Baghpat	Jain Pvt. IToT, Fazilka	Saraswati Pvt. IToT, Bhatinda	Shivalik Pvt. IToT, Patiala	SR Pvt. IToT, Ambala	Khattuji Pvt. IToT, Fazilka	Bagar Pvt. IToT, Jhunjhuna	Centurion Pvt. ITOT, Jatni	SBS Pvt. IToT, Kalanwali, Sirsa
1	Carpenter														80				
2	Electrician & Wireman	100	100	50	50			80	80	80	80	80	80	80	80	80	80	80	160
3	Electronic Mechanic			50	50														
4	Fitter	100	100	50	50		100	80			80				80	80	80	80	80
5	Mechanic Diesel													80	80				
6	Mechanic Refrigeration and Air-Conditioning		100																
7	Motor Mechanic Vehicle						100											80	
8	Plumber													80	80				
9	Reading of Drawing and Arithmetic - RODA					50													
10	Sewing Technology		50																
11	Turner						100												
12	Welder	100						80							80	80	80		
	Total	300	350	150	150	50	300	240	80	80	**160**	80	160	320	480	240	160	240	240