

MSDE- 11028/5/32018 (CFI)
Ministry of Skill Development & Entrepreneurship
Directorate General of Training (DGT)
Employment Exchange Building, PUSA Complex
New Delhi 110012

Dated: - 12.07.2018

To,

Director- NSTI- Bangalore Campus -1, Bhuvneshwar, Calicut, Chennai, Dehradun, Haldwani, Howrah, Hyderabad (Ramanthapur), Hyderabad (Vidyanagar), Jamshedpur, Jodhpur, Kanpur, Ludhiana, Mumbai.

Principal- NSTI(W)- Agartala, Allahbad, Bangalore, Indore, Jaipur, Kolkata, Mumbai, Noida, Panipat, Patna, Rajpura, Shimla, Tiruvananthapuram, Trichi, Tura, Vadodra.

Director- Government ITOT- Bhopal Davangare, Lucknow, Rohtak, Talcher.

Director- Private ITOT- Bagar, Centurion, Jain, Khattuj, Modern, S.Gitaram, SBS, SDM, SR, Saraswati, Shivalik, Syadwad.

Subject:- **Counseling schedule of Admission in CITS for Session 2018-19**

Respected Sir,

The information regarding the counseling has already been circulated to all Institutes vide letter no. MSDE-5/3-CITS Trade/Admission -2018 CFI dated 15/05/2018 under the subject; Work assigned to the institute including Government/Pvt. ITOT. Due to revised schedule of CITS 2nd semester of examination which is to be held from 1st August, 2018 onwards, the counseling schedule has to be revised as per following guidelines:-

1. The Aptech will prepare the complete result Trade wise as well as Institute-wise based on the Preference/Option of the candidates by 12.07.2018 and same will be uploaded on **Portal** as well as forwarded to all the institutes on same date.
2. The Director of the each institute must nominate the committee trade wise (preferably the officer of respective trade should be nominated in the committee) for preparing the merit list received from NIMI/ Aptech.
3. The Director will be the chairman of the committee. The Committee must prepare the merit list based on the marks obtained by the candidates and considering the reservation norms of the Central Government (The ITOT will follow the reservation norms of their respective state) by 15.07.2018 and after approval from Chairman of Committee, send the same before 5:00pm to NIMI (nimionlineadmission@gmail.com) for uploading it on the **Portal**. The list must be sent trade wise and clearly indicating the **reporting date and time** on the format forwarded to NIMI for uploading on the **Portal**. The merit list, trade wise should also contain the waiting list (20% of the seating capacity) category wise. The candidate selected should be asked to report for counseling on 23.07.2018 to 25.07.2018, trade wise as decided by the chairman of the committee of the institute along with all original documents and estimated fees to be deposited after counseling. The candidate should also be informed the date of reporting to the institute by their E-Mail as well as on mobile no. The counseling will start on 23.07.2018 itself and will continue up to 25.07.2018. If any candidate reports for counseling on 24th or 25th July, 2018 instead of 23rd July 2018, and his name is there in the merit list, he should be allowed to attend the counseling provided vacancy is still existing. The same committee will check the certificate and other related documents during counseling, which had prepared the merit list and will recommend the name of candidates for admission in a particular trade. After approval of the Director (Chairman of the Committee) the selected candidates will be permitted to deposit the fees for 1st semester on the same date after counseling or up to 27th July, 2018 by 5:00P.M The Committee will check the original document for verification of essential

qualification in accordance with laid down qualification for each trade of CITS. The same has already been uploaded on the site of DGT.

4. The list of selected candidates on basis of 1st counseling in all trade along with no. of vacant seats in each trade should be forwarded to NIMI as well as DGT on 27.07.2018 by 5:30P.M.
5. If seats are not filled then based on availability of seats and no. of candidates still remaining in the list forwarded to NIMI/Aptech, the same committee trade wise will prepare the 2nd merit list on 30.07.2018 & 31.07.2018 and after due approval of Director, same will be forwarded to NIMI on 31st July 2018 by 4:00 P.M. for uploading on the **Portal** with information that selected candidates should report for 2nd counseling on 04.08.2018 & 05.08.2018. The 2nd counseling will start from 04.08.2018 and end on 05.08.2018 by 5 P.M. The selected candidates after approval of the Director will be allowed to deposit fees on same day after counseling. The regular classes for candidates selected in 1st and 2nd counseling will start from 13.08.2018. If any candidate selected in 1st list could not come for counseling at that time and now reports during the 2nd counseling, should be considered based on the vacant seat, if any and included in the merit list of Second Counseling.
6. **The date of first counseling is from 23rd July to 25th July 2018 and 2nd counseling on 4th & 5th August 2018. The Director of the each Institutes kindly note that the first and second counseling should be carried out on same date across all the Institutes.**
7. The institute should prepare the trade wise vacant seats list on 13.08.2018 and forward to NIMI as well as DGT on same date. The NIMI will upload the same on the **Portal** with the notice that all candidates who have appeared in AICET and secured minimum 30 marks in it, now irrespective of their previous choice of Institutes, if still wish to take admission in CITS should report to the Institutes (both Govt. & Pvt), where they desire to take admission provided vacancy still exist, on or before 17.08.2018 by 4:30 P.M. The merit list Trade wise/Vacancy wise will be prepared by Individual Institute on 18.08.2018. The certificate verification and with due approval of the Director, they will be allowed to take admission and deposit fees on the same date. The admission will close on 19.08.2018.
8. All the Institutes after completion of admission process must submit the final report of candidate who has taken admission to DGT on following format trade wise.

Name of Trade _____

Seating Capacity _____

S.No.	Registration No. of AICET	Name of Candidate	Marks obtained in AICET	Category SC/ST/OBC/DA/ESM	Selected in 1 st /2 nd /Final counseling	Remarks (If Any)
1.						
2.						
3.						

Yours Faithfully,


(P.N. Yadav)
Director, CFI

Copy to:-

1. Executive Director NIMI. (For Information)
2. Director NSTI-W(For Information)


(Manjit Singh)
Joint Director, CFI