CITS 2022 Counselling / Admission process & Instructions to Candidates

1. **CITS 2022** Counselling will be conducted in online mode, for 41 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 till allotted date and time.**
   - **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.**
   - **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.

5. **Phases of Counselling**
   CITS 2022 Online counselling will be conducted in **Three Phases**
   i.   **First Phase of Counselling**
   ii. **Second Phase of Counselling - Mop up Round**
   iii. **Transfer Round**
   iv. **Spot Admission**

i. First Phase of Counselling

1) Institute Selection:

- All eligible candidates will have to login and select their choice of Institutes.
- Minimum five Institute choices are made mandatory
- If the Institute choices are less than five, then all the choices are mandatory.
- Two-day 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.

2) 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.

3) 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.

4) 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
- **Five 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.

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

ii. Second Round Counselling / Mop up Round:

- 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.
- 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 centers without paying fees for available vacant seats.

1) **Institute Selection:**
- All eligible candidates will have to login and select their choice of Institutes.
- Minimum five Institute choices are made mandatory
- If the Institute choices are less than five, then all the choices are mandatory.
- Two-day 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.

iii. Transfer Round – Transfer Round, for candidates who have taken provisional admission and have not got their first choice of Institute:

- Transfer option will be available only once per candidate.
- Transfer round 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

iv. Spot Admission

- All eligible candidate list who has 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 has to Approach the nearest NSTI for document verification and can select the desired NSTI / ITOT of his choice based on the vacancy.

6. **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

7. **List of NSTIs and their Location**

   Kindly see prospectus

8. **Queries**

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

9. Accepted benchmark of disability for different Trades

#	Trade	Benchmark of allowed disability
1	Architectural Assistantship	OH(LL), HH(P)
2	Carpenter	HH, OH (LL)
3	Catering & Hospitality	HH(P)
4	Computer Hardware and Networking Maintenance	OH, HH
5	Computer Software Application	OH, HH, LV
6	Cosmetology	OH(LL), HH
7	Desk Top Publishing Operator	OH, HH
8	Draughtsman Civil	OH(LL), HH(P)
9	Draughtsman Mechanical	OH(LL), HH(P)
10	Dress Making	OH, HH
11	Electrician & Wireman	OH, HH, LV
12	Electronic Mechanic	OH, HH
13	Fashion Design Technology	OH, HH
14	Fitter	OH, LV/BLIND, HH
15	Foundry	HH(P)
16	Instrument Mechanic	OH, HH
17	Machinist and operator. Adv. Machine Tool	OH(LL), HH(P)
18	Machinist Grinder	OH, LV, HH
19	Mechanic Diesel	OH, LV, HH
20	Mechanic Machine Tool Maintenance	OH
21	Mechanic Refrigeration and Air-Conditioning	OH, LV
22	Mechanics Agriculture Machinery	OH, LV
23	Motor Mechanic Vehicle	OH, HH
24	Office Management	OH, LV/BLIND
25	Office Management Hindi	OH, LV/BLIND
26	Plumber	OH, HH, LV
27	Reading of Drawing and Arithmetic - RODA	LV, HH
28	Sewing Technology	OH, HH, LV
29	Sheet Metal Worker	OH, HH, LV
30	Surface Ornamentation Technique	LV, HH
31	Tool and Die Maker	OH
32	Tractor Mechanic	OH, LV, HH
33	Turner	OH, HH, LV
34	Welder	OH, HH

OH – Orthopedically Handicapped

OH(LL) - Orthopedically Handicapped (Lower Limb)

LV – Low Vision

HH – Hearing Handicapped

HH(P) - Hearing Handicapped Partial