

DGT-NSTI025/1/2023-O/o DIR(CFIs)  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Director General of Training

Kaushal Bhawan, New Delhi,

Date 06.09.2024

**Office Memorandum**

**Subject:** Guidelines for Spot admissions under CITS session 2024-25 starting from 09.09.2024-reg

In reference to ongoing CITS admissions for session 2024-25, spot admission commences from 09.06.2024. In this regard, the guidelines for spot admissions are as:

- a) The spot admission would be carried out over a period of 02 days, from 09.09.2024 to 10.09.2024.
- b) The trainees would be eligible as per the cut-off marks in All India Common Entrance test (AICET) 2024. The list of eligible trainees will be updated on NIMI portal on daily basis and shared to all the institutes.

**Table:** The cut-off marks for eligible candidates would be as:

Category	Cut-off for Counselling rounds	Cut-off for spot round
General	33	17
OBC/ EWS	29	15
SC/ ST/ PH	20	10

- c) The institutes are requested to form the admission committee comprising of minimum three members including Principal/ HoO of the institute. The candidates are required to reach the institute and submit the application before 1:30 PM on 1<sup>st</sup> day (09.09.2024). The institutes are required to collect the applications till 1:30 PM each day (as applicable) and admission committee shall make the merit list of the reported candidates in that particular institute. Based upon the merit only, seat allotment to be done on the online admission portal.
- d) In case the candidate reports after 1:30 PM (on 09.09.2024), the application will be considered for merit on next day (10.09.2024). The candidates reporting after 1:30 PM on 10.09.2024 may be considered after exhausting the existing merit prepared by the institute.
- e) All the institutes are requested to follow standard procedure and ensure that proper registration is done in order of the entry of candidates in the institute. The admission committee shall ensure that the entire process is done with due diligence.

- f) Walk-in admissions are allowed in all the institutes. RDSDEs to depute at least one officer to private IToTs to monitor the admission process. NSTIs will be able to admit candidates in all the institutes through their logins for ease of candidates. All IToTs will be able to admit candidates through their login in their institutes only.
- g) Candidates to maintain discipline for smooth process of admission. Any case of indiscipline may observe action, including rejecting the admissions. However, any such activity needs to be reported immediately to Regional Directors and HoOs/ Principals of concerned institute.
- h) Trainee admitted report may please be provided to CFI section on daily basis (emails to [amitk.yadav@dgt.gov.in](mailto:amitk.yadav@dgt.gov.in) with cc to [hemant.ganjare@gov.in](mailto:hemant.ganjare@gov.in) ), stating number of trainees reported trade-wise, admitted and rejected or denied. A detailed report/ log may also be maintained by the institute stating the reasons of rejection of trainees, etc.
- i) Videography needs to be ensured during walk-in admissions capturing entry of trainees, their registration and admission process.

This issues with the approval of competent authority.

  
(Hemant D Ganjare)  
Joint Director (CFI)

Copy to:

1. PSO to DG(T)/AS, DGT
2. PS to DDG (Southern Region), DDG (Eastern Region), DDG (DGT).
3. Regional Directors, All RDSDEs
4. Executive Director, NIMI
5. Principals, All NSTIs/ NSTI (w)s/ IToTs
6. Guard file

  
(Kanika Meena)  
Assistant Director