

The background features a complex network of light gray lines forming various hexagonal shapes. Interspersed among these lines are numerous small, semi-transparent dots in shades of gray and white, creating a technical or digital aesthetic.

TRAINEE'S MANUAL FOR ONLINE ITI ADMISSION SYSTEM

Introduction

Industrial Training Institutes, Department of Industries & Commerce as a part of its ongoing efforts for offering skill-development courses, has introduced an **Online Admission System** last year. Through this facility, prospective students shall be able to submit their application forms online and receive instant confirmation for successful submission of their application form through SMS. This facility is available for all academic courses currently.

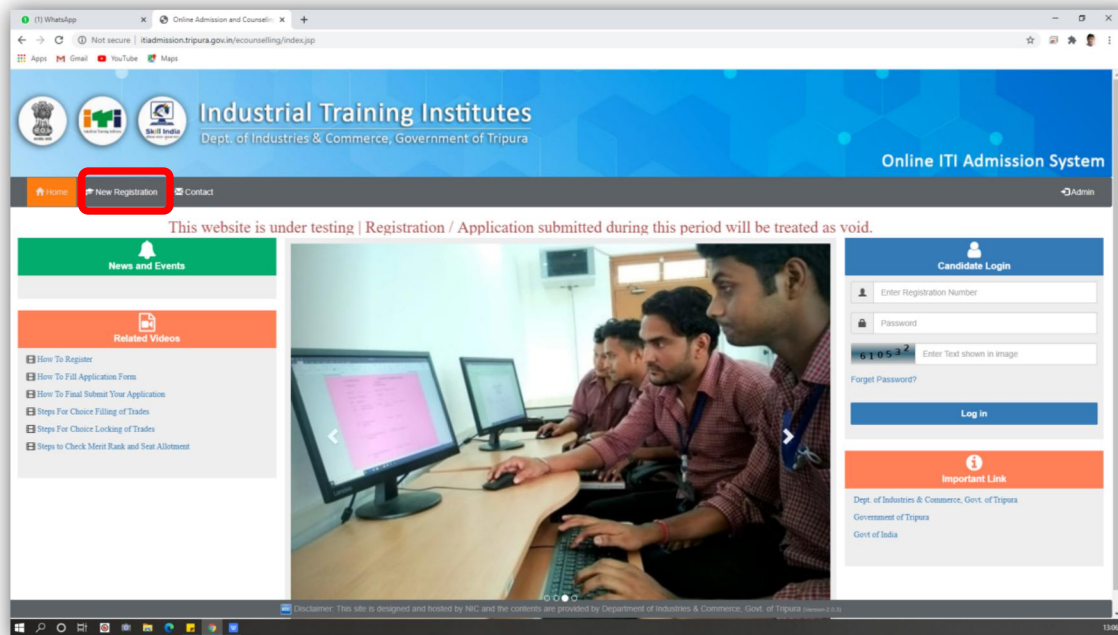
As this is a new system, our prospective students may require to know about the process of Online Admission. In order to facilitate them, "Trainee's Manual" has been developed. This User Manual contains all essential information for the end users to navigate through the online admission system.

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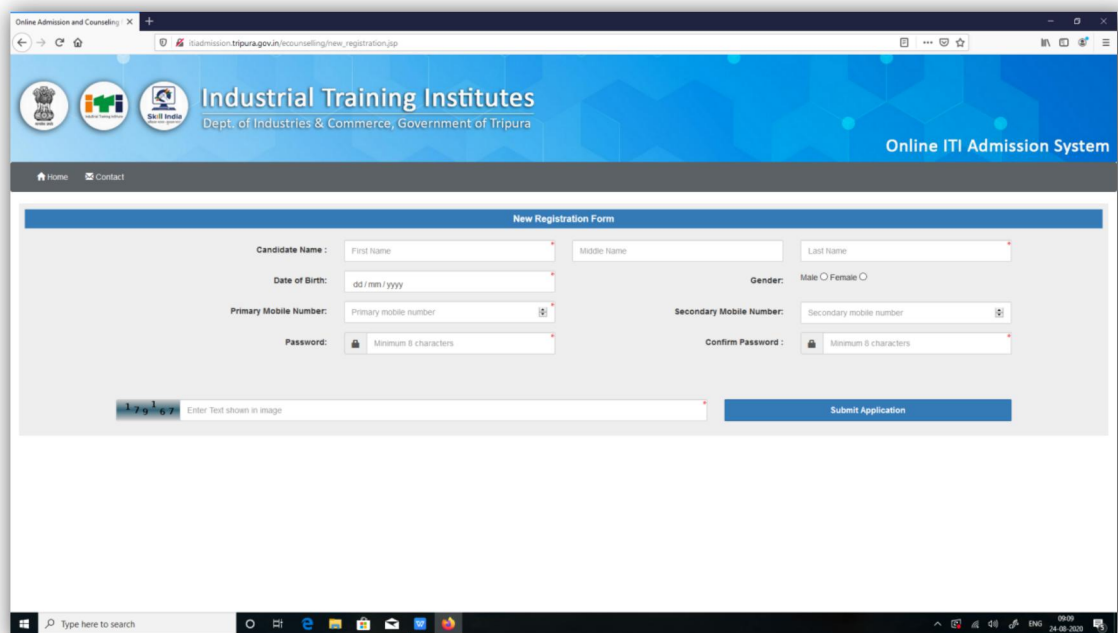
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1. Getting Started

1. Click on the Web browser (Internet Explorer, Google Chrome, Mozilla Firefox etc.) available on your computer.
 2. On the address bar please type <https://itiadmission.tripura.gov.in> and then press “ENTER” key from your keyboard.
- Then, the following page of ITI Admission portal will open.

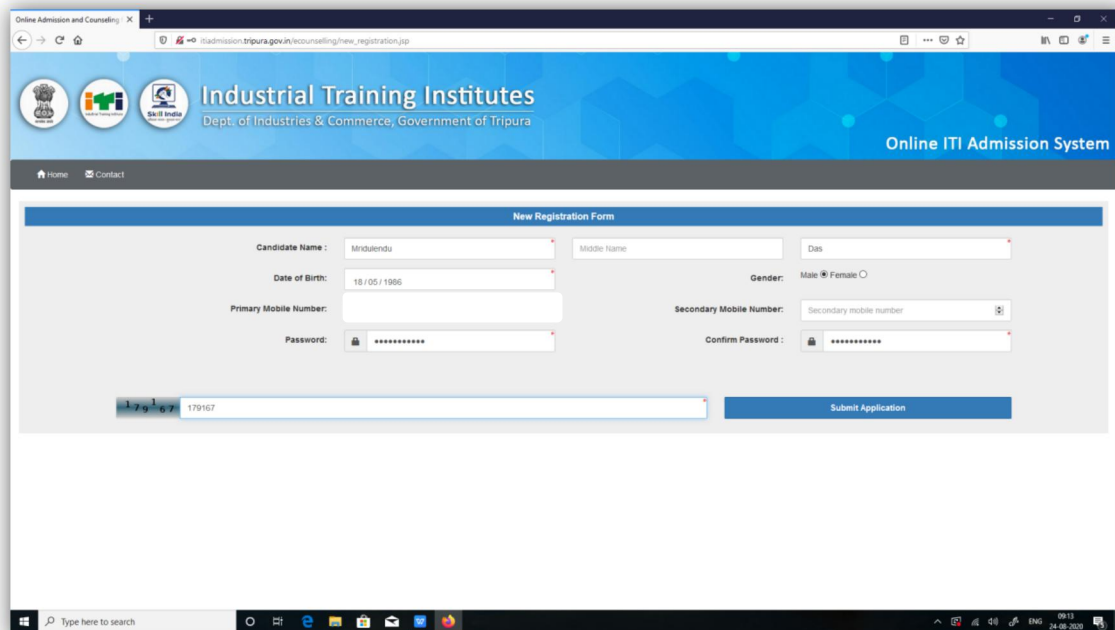


3. Now, Click on the “New Registration” link in the left side.
4. Registration form for ITI Admission, will appear:



2. Registration

Now the candidate have to fill the registration form and after filling the form it will appear like the below image and then the candidate have to submit it.

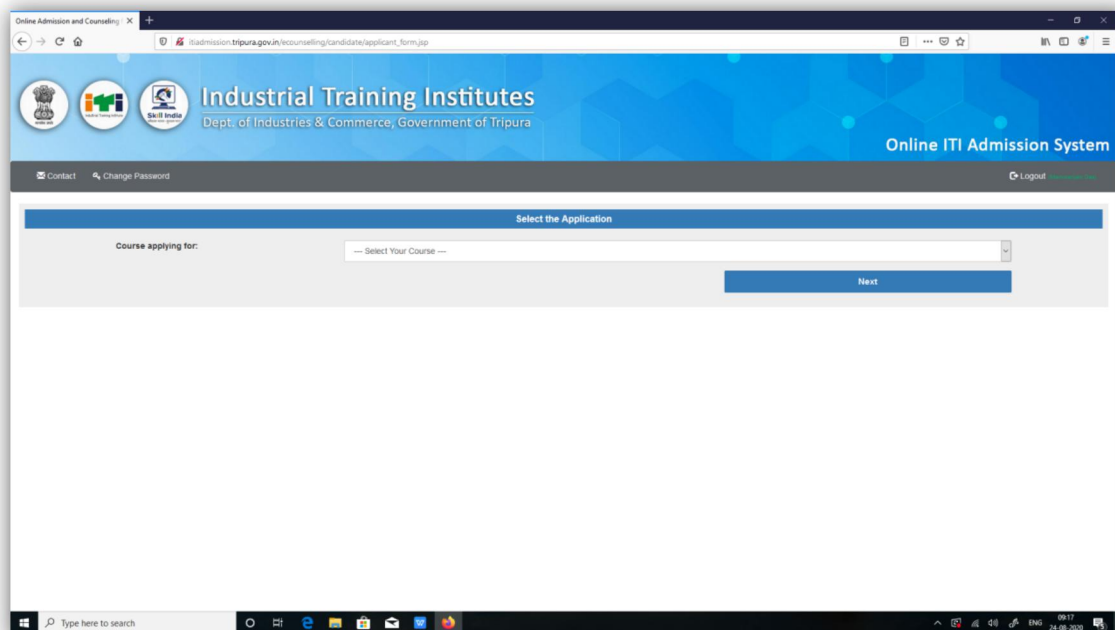


The screenshot shows the 'New Registration Form' on the 'Online ITI Admission System' website. The form is titled 'New Registration Form' and is located on the page 'itadmission.tripura.gov.in/ecounseling/new_registration.jsp'. The form includes the following fields:

- Candidate Name : Mridulendu
- Middle Name
- Last Name : Das
- Date of Birth : 18/05/1996
- Gender : Male Female
- Primary Mobile Number
- Secondary Mobile Number : Secondary mobile number
- Password : [masked]
- Confirm Password : [masked]
- CAPTCHA : 179167

A 'Submit Application' button is located at the bottom right of the form.

Then one OTP will come to the registered mobile no. After entering the OTP and submitting the form respectively, the following page will appear.



The screenshot shows the 'Select the Application' page on the 'Online ITI Admission System' website. The page is titled 'Select the Application' and is located on the page 'itadmission.tripura.gov.in/ecounseling/candidate/applicant_form.jsp'. The page includes the following elements:

- Course applying for: --- Select Your Course ---
- Next

After successful submission of the form they will get another SMS on their registered mobile number with a registration no.

Now the candidate have to choose which course he/she is applying for and then the candidate have to click to the **“Next”** button.

3. Filling up Admission Form

There may be multiple courses for candidates with qualification: 8th Passed and 10th Passed. After selecting a course (suppose the candidate chooses for 10th passed course) the page will look like as shown below

Application Form

Course applying for: Test Course for ITI Admission (Calt-X Passed)

Category: BUR CSC CST Sub Category: PWD - Blindness or low vision

Religion: Hindu Email ID: Email id

Mother's Name: Shilpi Debbarna Father's Name: Bahadur Debbarna

Mother Tongue: Kokborok Nationality: Indian

Permanent Address: Kanchanpur Present Address: (Same as Permanent) Kanchanpur

TRIPURA

North Tripura

Kadamtala

799005

Present Guardian Name: Bahadur Debbarna Occupation/Retired: Retired

Contact Number:

Permanent Address: Kanchanpur Present Address: (Same as Permanent) Kanchanpur

TRIPURA

North Tripura

Kadamtala

799005

Present Guardian Name: Bahadur Debbarna Occupation/Retired: Retired

Contact Number:

School Name: Kanchanpur HS School Board Name: TRIPURA BOARD OF SECONDARY EDUCATION, GO

Consolidated Marks (As Per Marksheet)

Total Marks	Marks Obtained	Percentage Marks
500	300	60

Subject wise Marks

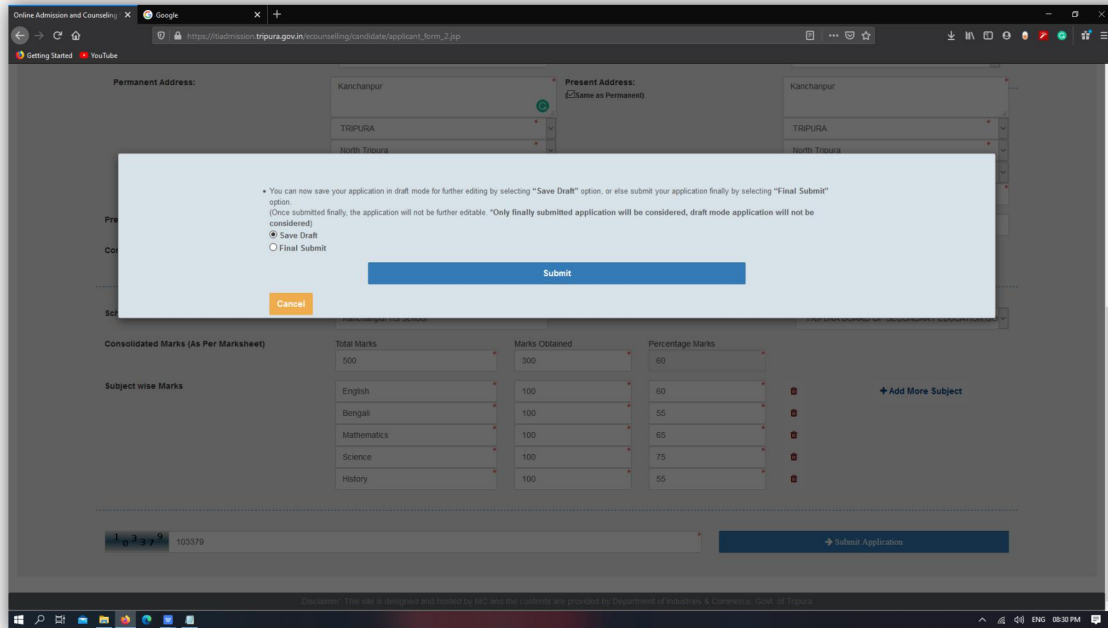
Subject	Marks
English	100
Bengali	100
Mathematics	100
Science	100
History	100

Enter Text shown in image

Submit Application

On the above page the candidate have to enter their personal details like their name, category, religion, father name, mother name, nationality, then academic details like total secured marks in 10th and individual marks in subjects etc.

The next screen will appear after submitting the filled up form.

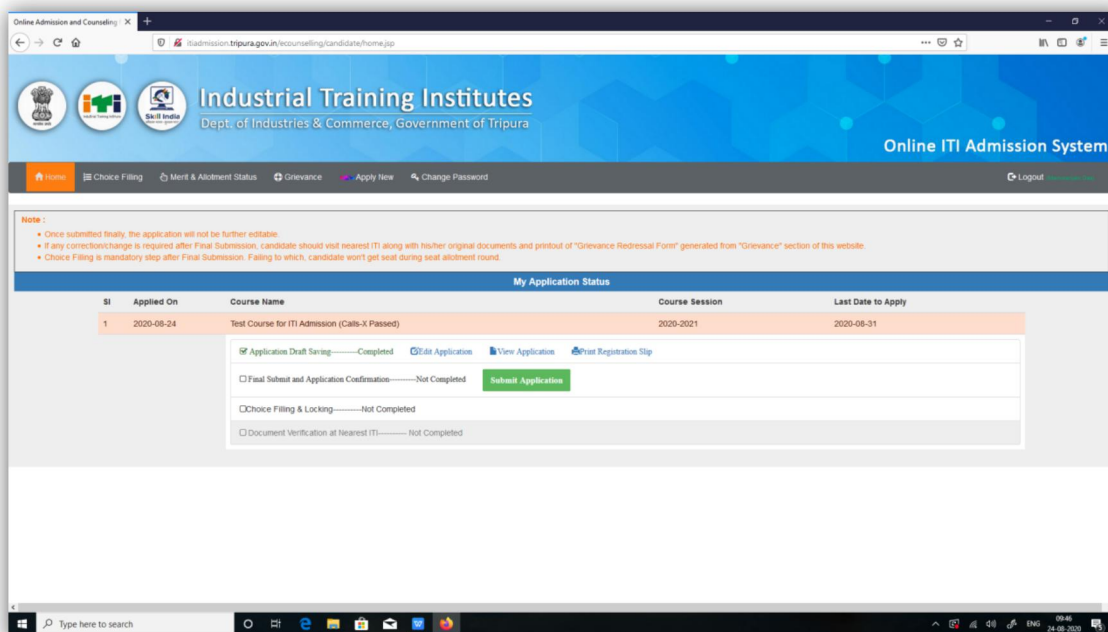


Here in this figure the candidate will get two options to select **“Save as Draft”** or **“Final Submit”** the application.

The candidate can now save their application in draft mode for further editing by selecting **“Save as Draft”** option, or else submit their application finally by selecting **“Final Submit”** option.

*Note: Once submitted finally, the application will not be further editable. (*Only finally submitted application will be considered for seat allotment, draft mode application will not be considered).*

Once the application is Saved as draft then the candidate will get an SMS on their registered mobile no with registration no. The page will look like as shown below



From this page the candidate can **“Edit Application”** or **“View Application”**. If the candidate does not require any modification in their application then they can submit the application finally from here by clicking on the **“Submit Application”** button(Green Button).

4. Final Submission

Now when the candidate click on “**Submit Application**” or select “**Final Submit**” option [here](#) then a preview of the application will appear on the page as shown below

Online Admission and Counseling | Industrial Training Institutes | Dept. of Industries & Commerce, Government of Tripura | Online ITI Admission System

Home | Choice Filing | Merit & Allotment Status | Grievance | Change Password | Logout

My Application Record

Application for: **Test Course for ITI Admission (Calls-X Passed)**
Application Date: **2020-08-29**

Name of applicant: **Shila Debbarma**
Date Of Birth: **10/10/1985**
Category: **UR**
Applicant Email Id:
Nationality: **Indian**
Mother Tongue: **Kokborok**

Gender: **MALE**
Sub Category: **PwD - Blindness or low vision (100%)**
Mobile Number:
Religion: **Hindu**

School Name: **Kanchanpur HS School**
Marks Percentage: **60.0**

Subject Name	Full Marks	Marks Obtained
English	100	60.0
Bengali	100	55.0
Mathematics	100	65.0
Science	100	75.0
History	100	55.0
Total Marks	500	300.0

Mother Name: **Shilpi Debbarma**
Present Guardian Name: **Bahadur Debbarma**
Permanent Address: **Kanchanpur**
State: **TRIPURA**
District: **North Tripura**
Block: **Kadamtaia**

Father Name: **B**
Contact Number:
Present Address:
State: **TRIPURA**
District: **North Tripura**
Block: **Kadamtaia**

[Back](#) [Final Submit](#)

Online Admission and Counseling | Industrial Training Institutes | Dept. of Industries & Commerce, Government of Tripura | Online ITI Admission System

Home | Choice Filing | Merit & Allotment Status | Grievance | Change Password | Logout

My Application Record

Application for: **Test Course for ITI Admission (Calls-X Passed)**
Application Date: **2020-08-29**

Name of applicant: **Shila Debbarma**
Date Of Birth: **10/10/1985**
Category: **UR**
Applicant Email Id:
Nationality: **Indian**
Mother Tongue: **Kokborok**

Gender: **MALE**
Sub Category: **PwD - Blindness or low vision (50%)**
Mobile Number:
Religion: **Hindu**

School Name: **Kanchanpur HS School**
Marks Percentage: **60.0**

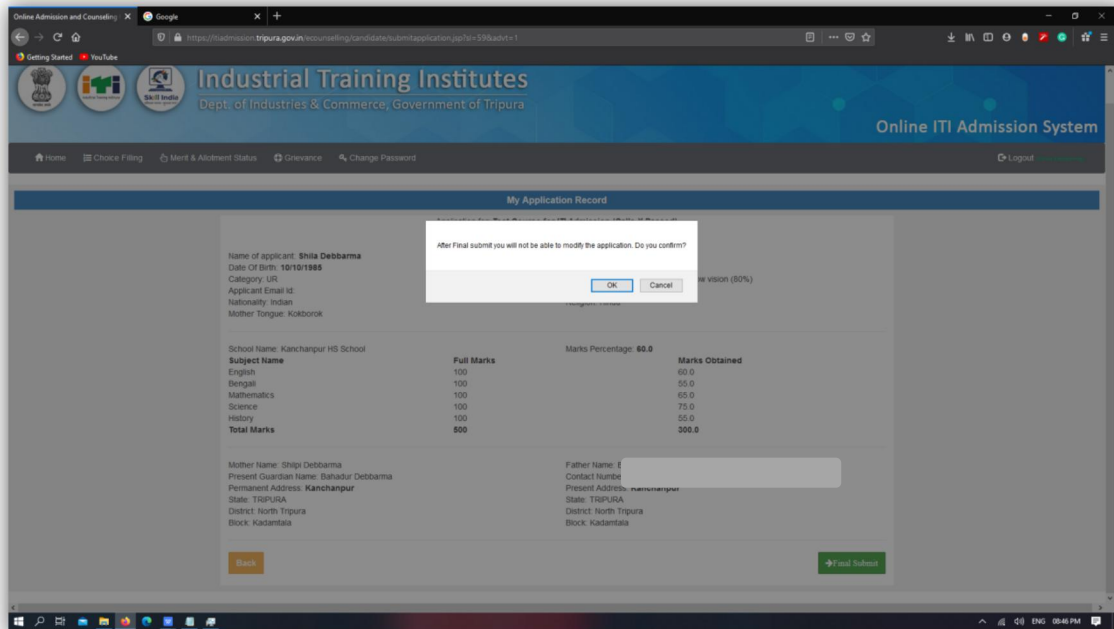
Subject Name	Full Marks	Marks Obtained
English	100	60.0
Bengali	100	55.0
Mathematics	100	65.0
Science	100	75.0
History	100	55.0
Total Marks	500	300.0

Mother Name: **Shilpi Debbarma**
Present Guardian Name: **Bahadur Debbarma**
Permanent Address: **Kanchanpur**
State: **TRIPURA**
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Block: **Kadamtaia**

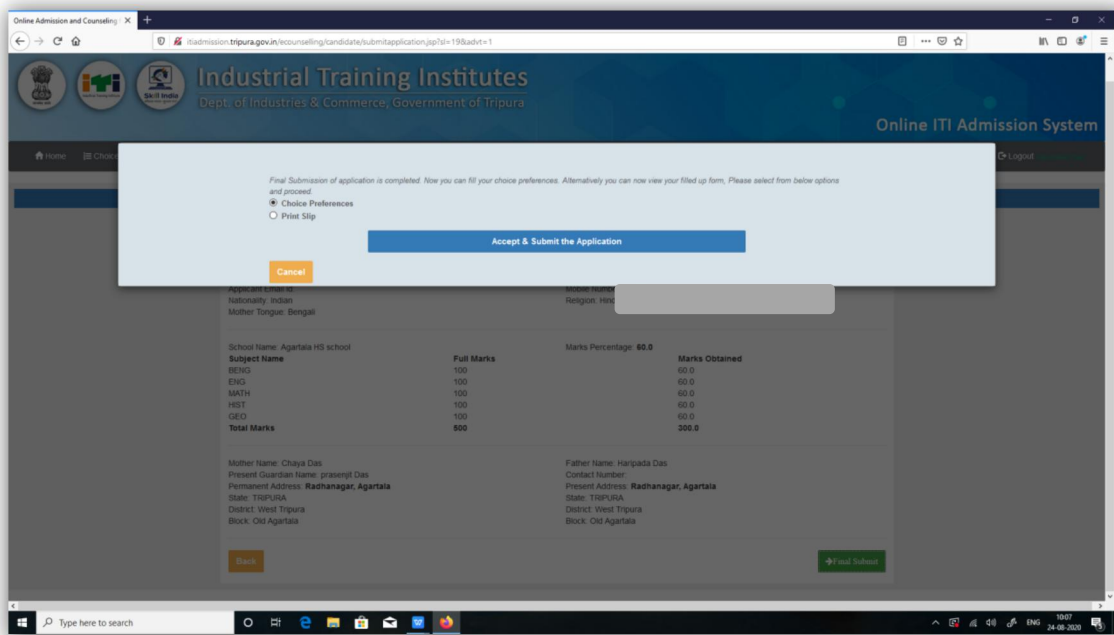
Father Name: **B**
Contact Number:
Present Address:
State: **TRIPURA**
District: **North Tripura**
Block: **Kadamtaia**

[Back](#) [Final Submit](#)

On this screen, candidate have to click on the “**Final Submit**” button and the following page will appear.



Confirm it and proceed. The next page will arise as shown below



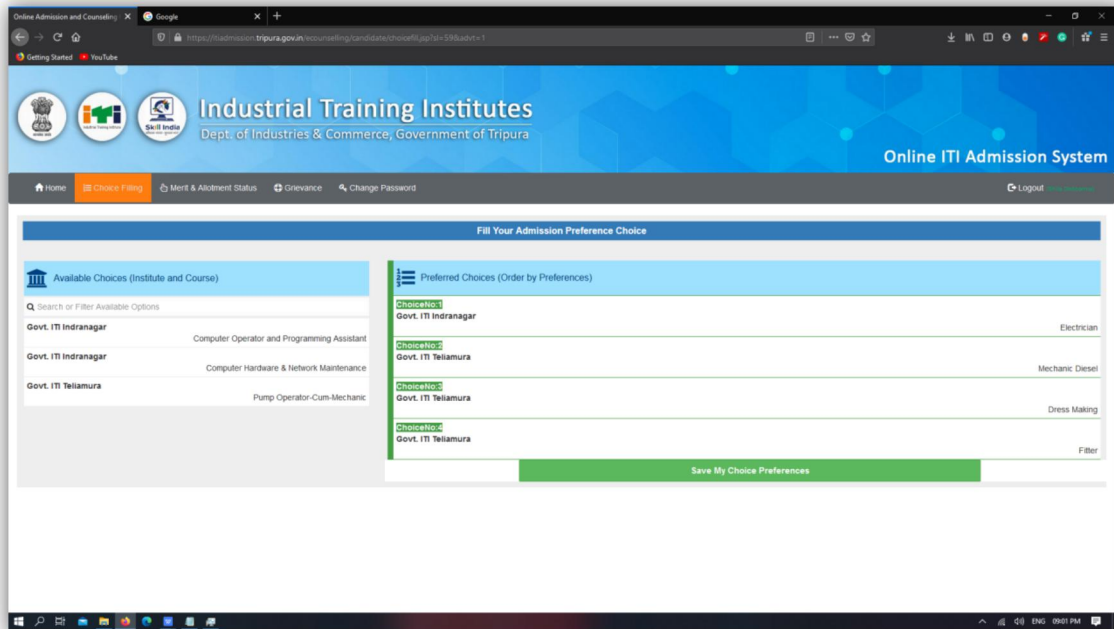
Now select between **“Choice Preferences”** and **“Accept and Submit the Application”**.

The page will appear in the candidate screen as shown next. Alternatively a candidate may select **“Print Slip”** option to take the printout of finally submitted application form as shown [here](#)

After successful final submission, candidate will receive a confirmation SMS on his/ her registered primary mobile number.

5. Filling up Choice Preferences

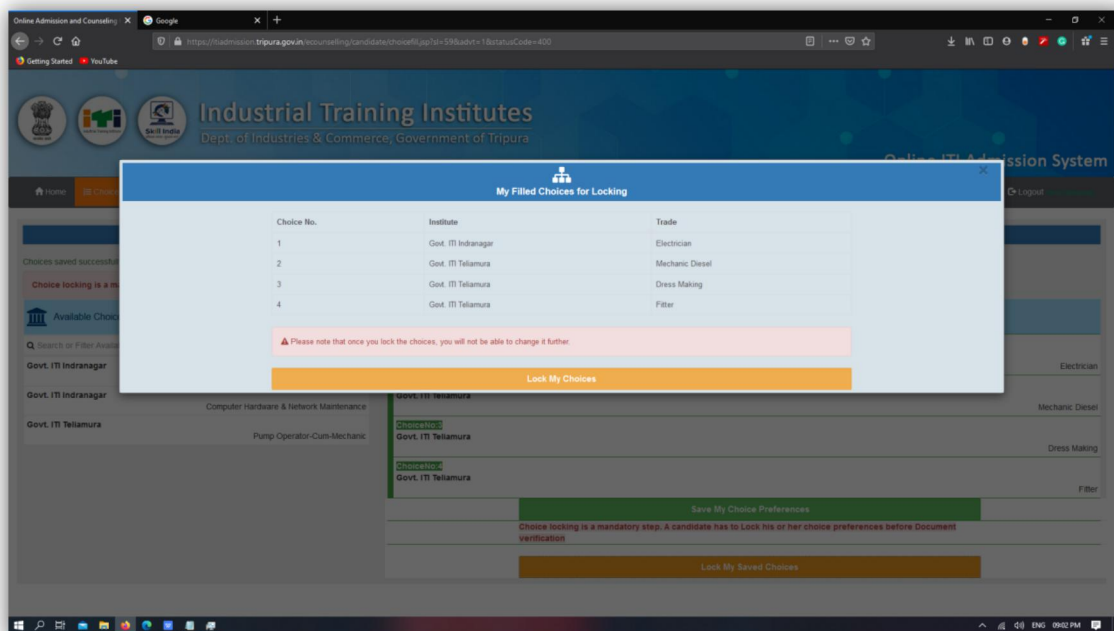
After navigating to **“Choice Preferences”** page from Candidate home or Final Submission confirmation dialog, following page will appear.



In this page the candidate will be allowed to select multiple trades according to his/her preferences from different ITIs across the state. Then the candidate has to save and lock his/her choice preferences.

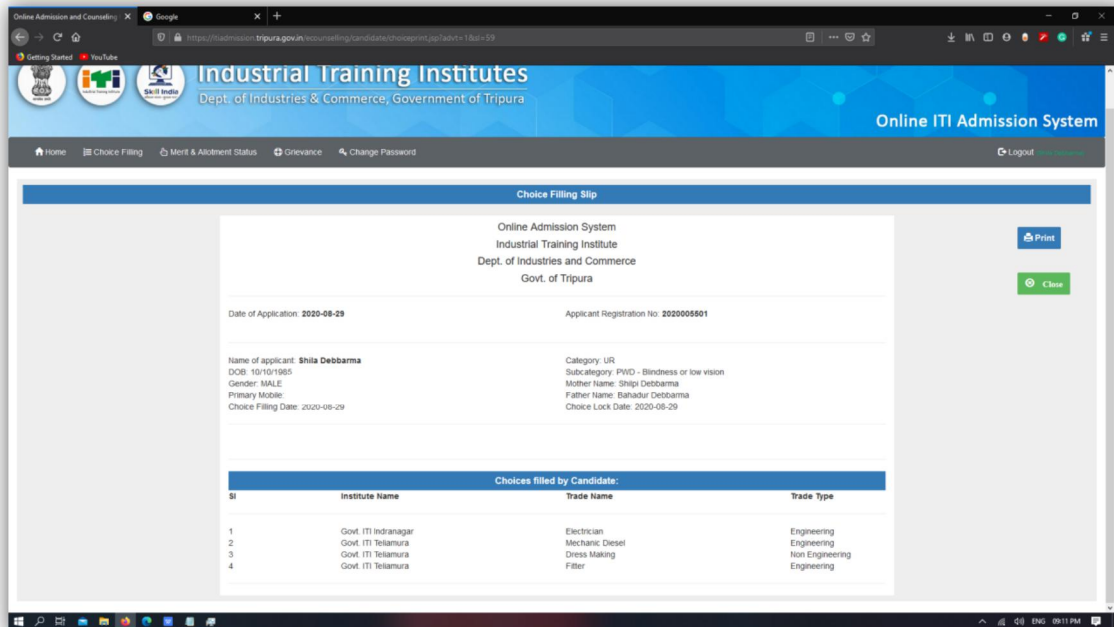
Note: Choice locking is a mandatory step. A candidate has to Lock his or her choice preferences before Document verification.

Following dialog box will pop-up after clicking on “Lock my Saved Choices” button.



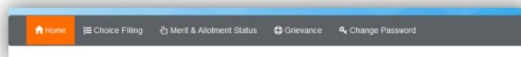
After the choices are locked then the candidate will receive an SMS on their registered mobile no regarding choice locking confirmation.

The candidate will be landed on the next screen ,from where, the candidate can take printout of his/her choice filling slip for further references.

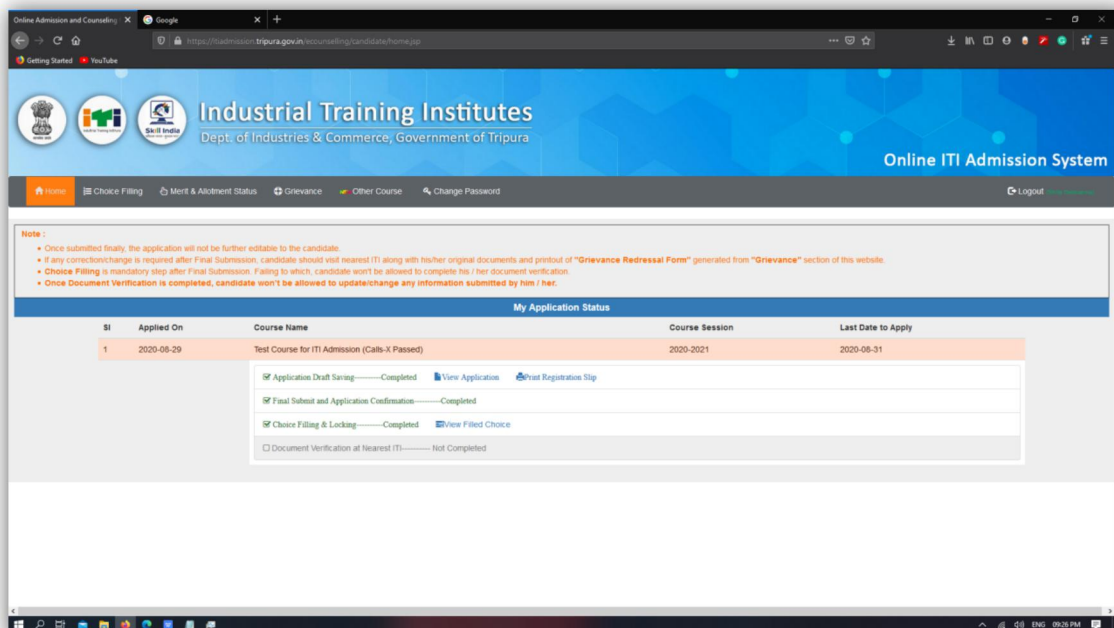


6. Printing Application Slip

After completion of each step a candidate can navigate to “Candidate’s Home” section by clicking on “Home” button



After completing all the steps successfully, “Candidate’s Home” section will look similar to following. From here candidates have to take printout of Registration slip by clicking on “Print Registration Slip” link available.

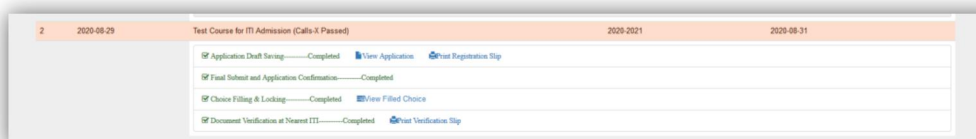


7. Document Verification

After completing all the three initial steps shown in [Candidate's Home](#), candidate will visit nearest ITI's document verification desk along with his / her original documents and registration slip generated from [here](#).

Candidate will receive SMS notification on registered primary mobile number after successful document verification at ITI.

The same will reflect on Candidate's Home section. Here the last step will be marked as ticked after successful document verification at ITI.

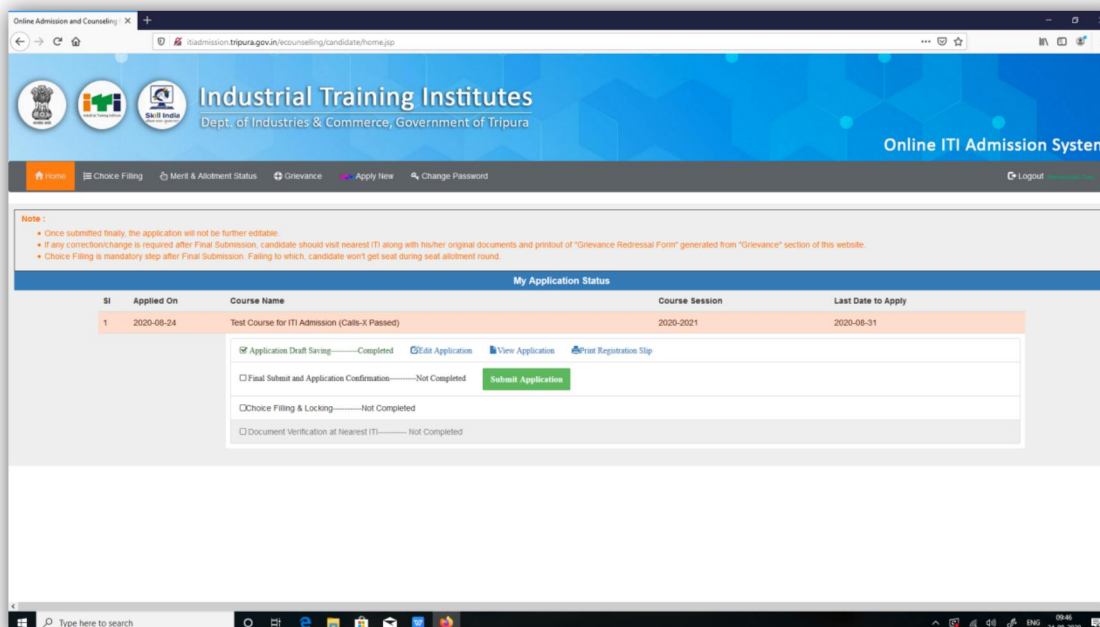


Only a verified candidate will be considered in Merit List and the same merit list will be used for seat allotment. That mean document verification is a very important step, failing to which will make the candidature null and void in set allotment process.

8. Updating / Editing Application

A candidate may require to edit or update his / her application details at any point of time during this admission process. Keeping that in mind there are few provisions available on the portal to facilitate the same.

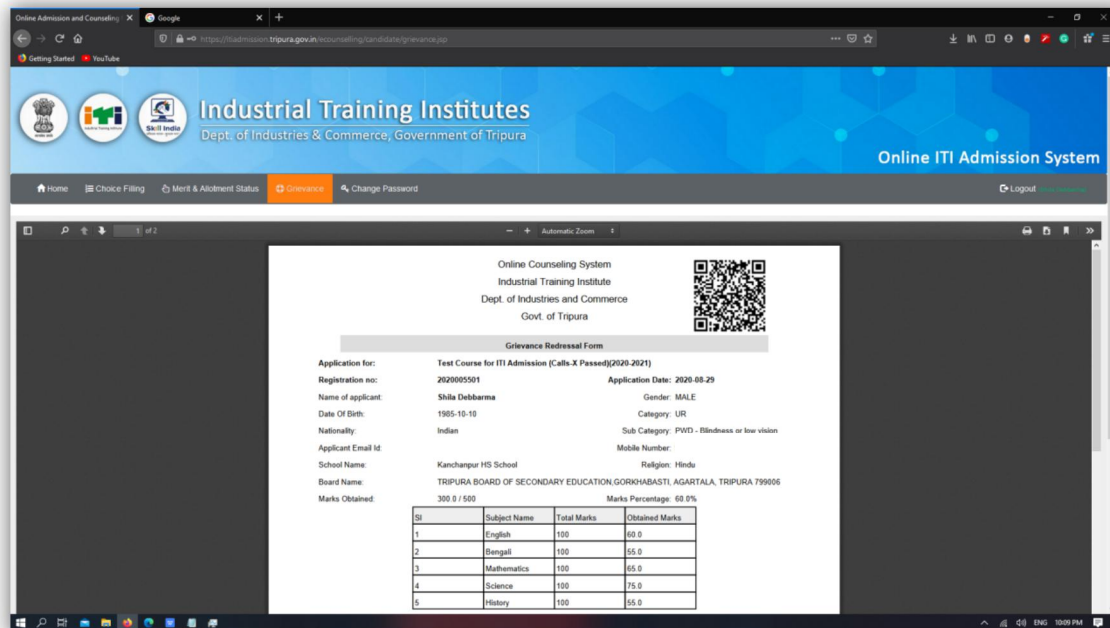
Candidates are allowed to edit / update their application submitted in **"Draft Mode"** i.e. before final submission using the **"Edit Application"** link available on Candidate's Home.



In case if a candidate wants to make some correction / update after final submission, then the candidate have to navigate to **"Grievance"** button



That step will take the candidate to following screen



From this screen, candidate will take printout of **“Grievance Redressal Form”** available and after taking out the print, candidate will have to visit nearest ITI with printout and original document. Candidate will receive SMS confirmation on his / her registered mobile number if ITI accepts his / her grievance.

This Facility is available before document verification. After document verification, there is no option available for editing / updating application details.

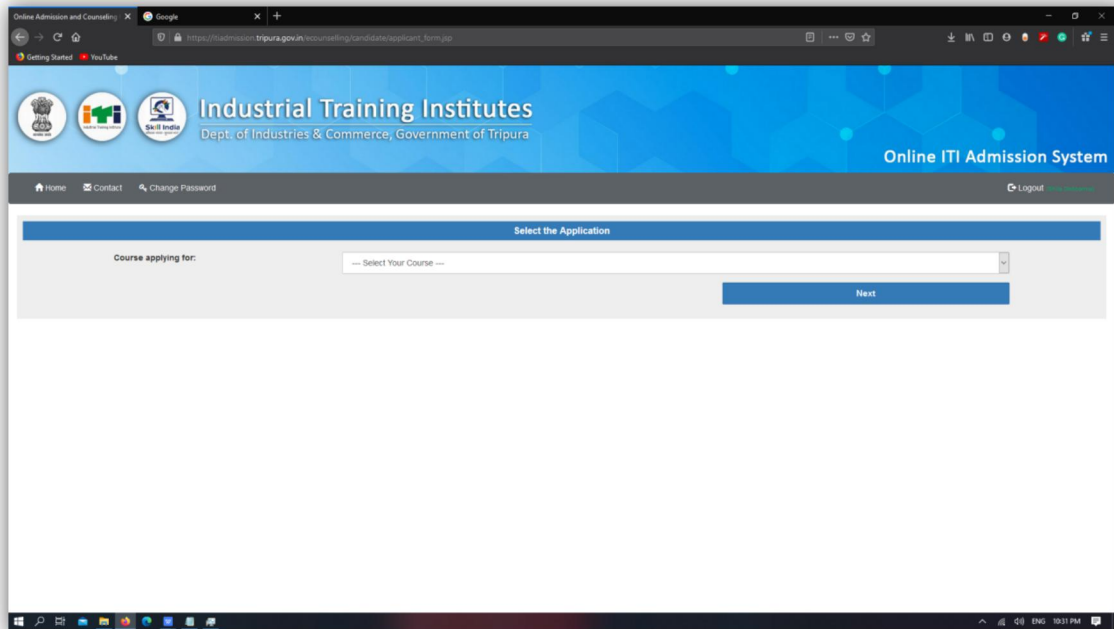
9. Applying for Multiple Courses

All candidates are allowed to apply for multiple courses. Suppose a candidate has already applied for a course with entry qualification : 10th Passed and the same candidate wants to apply for another course having entry qualification : 8th Passed.

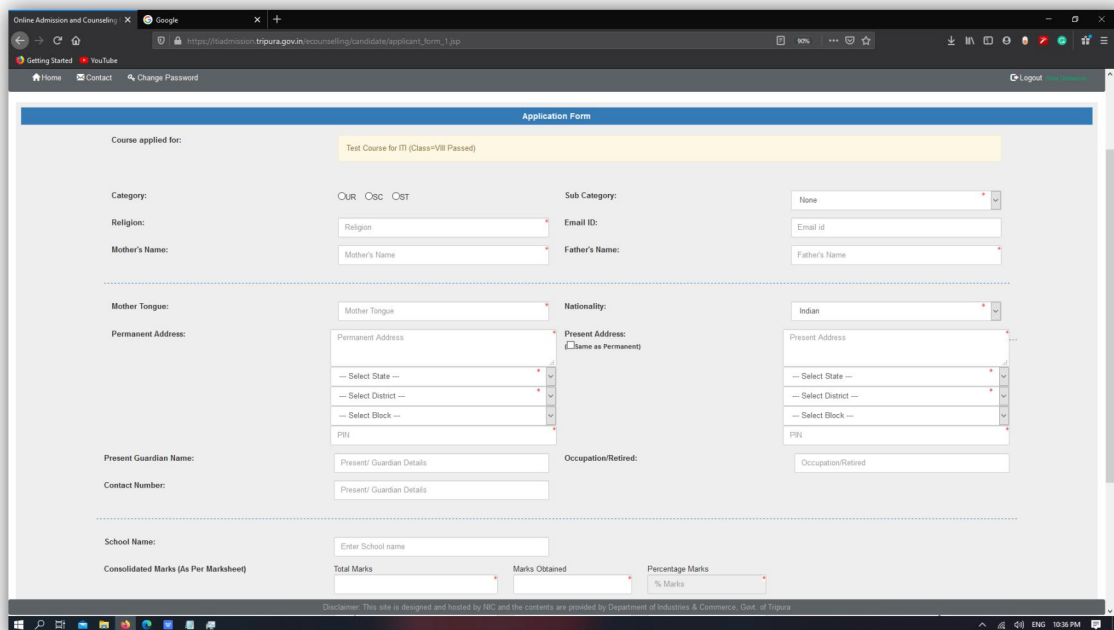
To apply for the second course, the candidate will navigate to **“Other Course”** button available on top menu bar.



After that the applicant will be landed on the following screen

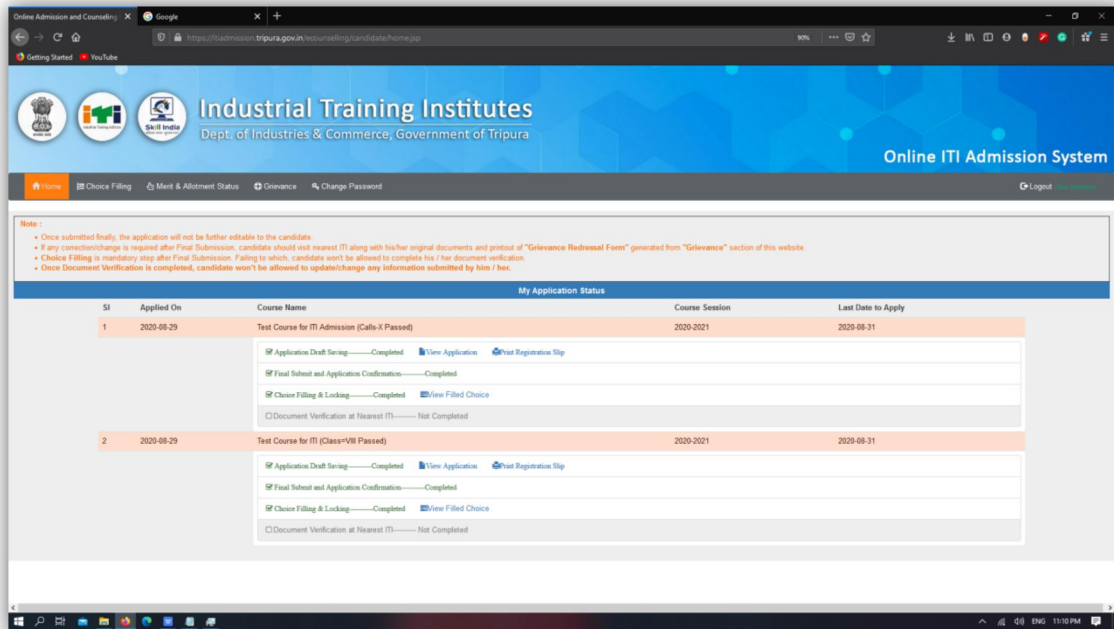


From here the candidate will select a course available for application and click on “Next” button, following application form will appear which will be much similar to the previous application form displayed [here](#).



After submission of this form the candidate will get similar options and steps shown earlier in this document for application of 10tp passed course.

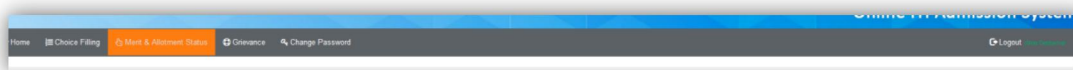
If a candidate apply for multiple courses, his / her “Candidate’s Home” section will look like the following screen



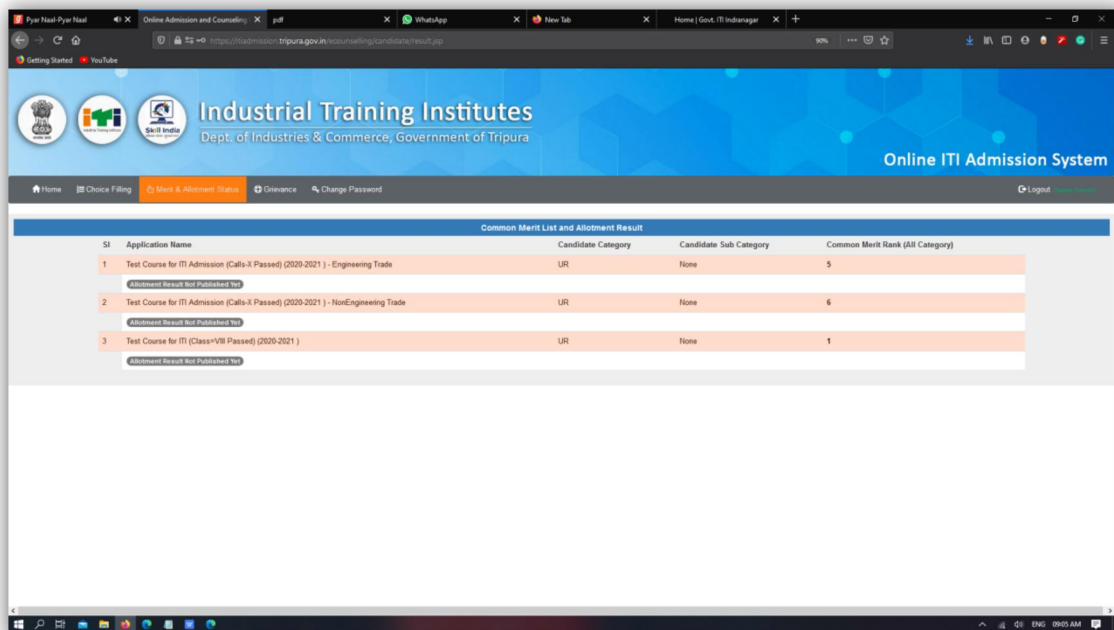
from this screen the candidate can keep track status of all the applications applied by him / her.

10. Checking Merit Rank & Seat Allotment Status

A candidate can check his / her merit rank by clicking on “Merit & Allotment Status” button after login to his / her account.



The previous action will take the candidate to following page.



This page will display common Merit rank of the candidate for each course he / she applied.

A. Seat Allotment for PWD Candidates:

Seat Allotment of PWD candidates will not publish in the above mentioned manner. Allotment status of PWD candidates will publish in the “**News & Events**” section of this portal on stipulated publication date of PWD allotment . However a PWD candidate can view his / her common merit rank from the above page.

B. Seat Allotment for Other Candidates:

Candidates will find their seat allotment status on the same page after Seat allotment.

After Seat allotment the page will look similar to below.

The screenshot shows the 'Common Merit List and Allotment Result' page on the 'Online ITI Admission System' portal. The page features a table with the following data:

Sl	Application Name	Candidate Category	Candidate Sub Category	Common Merit Rank (All Category)
1	Test Course for ITI Admission (Cals-X Passed) (2020-2021) - NonEngineering Trade	LR	None	6
Allotment Result Published for Round-1 Round-1: Fresh Allotment ↔ Electronics Mechanic AT Govt. Womens ITI Indranagar				
2	Test Course for ITI Admission (Cals-X Passed) (2020-2021) - Engineering Trade	LR	None	5
Allotment Result Published for Round-1 Round-1: Fresh Allotment ↔ Pump Operator-Cum-Mechanic AT Govt. ITI Tellamura				
3	Test Course for ITI (Class-VIII Passed) (2020-2021)	LR	None	1
Allotment Result Published for Round-1 Round-1: Fresh Allotment ↔ Diver Cum Mechanic AT Govt. ITI Tellamura				

Buttons for 'View Allotment Letter' are present for each row, and a 'Download Prescribed Formats Required for Admission' button is located at the bottom of the table.

11. Admission Confirmation

A. Admission Confirmation for PWD Candidates

If a PWD candidate gets seat allotment in PWD seat allotment process as mentioned [here](#), the candidate will have to visit the ITI in which he / she has got allotment within the specified time period of Admission Confirmation for PWD candidates (refer to admission notification for the specified time period). While visiting, the candidate will have to carry all his / her original documents, other documents listed in the admission notification and duly filled prescribed formats which are available for download / print in the “**News & Events**” section of this portal.

B. Admission Confirmation for Other Candidates

From the Seat allotment status page (Shown above) candidate will have to take printout of allotment letter by clicking on “**View Allotment Letter**” link. Additionally the candidate have to take printout of prescribed formats using “**Download Prescribed Formats Required for Admission**” link available on the same page

Allotment letter of a candidate will look similar to following.

Online Admission System
Industrial Training Institute
Dept. of Industries and Commerce
Govt. of Tripura

Allotment Result: Round-1

Application for: Test Course for ITI Admission (Call-X Passed)

Name of applicant: Tapashi Debnath
Date Of Birth: 10/10/1999
Category UR

Registration No : 2020005503
Gender: FEMALE
Sub Category: None

Allotment Result for Engineering Trade		Allotment Date: 2020-09-01
<input type="checkbox"/>	Merit Rank: 5 Allotted Category: UR Allotted Institute: Govt. ITI Jalajura Allotment Status: Fresh Allotment	Allotted Choice No: 1 Allotted Subcategory: None Allotted Trade: Pump Operator Cum-Mechanic Reporting Date for Admission: From 2020-09-01 To 2020-09-21

Allotment Result for Non-Engineering Trade		Allotment Date: 2020-09-01
<input type="checkbox"/>	Merit Rank: 5 Allotted Category: UR Allotted Institute: Govt. Women ITI Indranagar Allotment Status: Fresh Allotment	Allotted Choice No: 3 Allotted Subcategory: None Allotted Trade: Electronic Mechanic Reporting Date for Admission: From 2020-09-01 To 2020-09-21

I want to Upgrade my seat in case a seat of my higher preference gets vacant in subsequent phase/round of admission.
I hereby confirm to take admission in the up-graded seat(if available) failing which my candidature shall be treated as canceled.

Signature of Candidate

Note:
Admission shall be confirmed only after submission of the following documents in the admitting ITI:
1. 02 (two) passport size photocopies,
2. Self attested photocopies of -
a. Aadhar,
b. Mark sheet and Certificate,
c. Caste Certificate (if applicable),
d. Permanent Resident Certificate,
e. Rank Photograph

Candidate will walk-in to ITI in which he / she wants to take admission along with his/her original documents, allotment letter, duly filled prescribed formats and caution money as mentioned in allotment letter and admission notification.