

The duly filled application form along with the required certificates should be submitted personally at the entry counter of the respective I.T.I. or sent through registered post AD addressed to the Principal of the concerned ITI. The acknowledgement card along with the application number should be obtained from the concerned I.T.I. as it will be required to be preserved and produced whenever called for. Late and/or incomplete applications or those without true copies of the necessary certificates may not be considered.

8.11 Method of Selection:

- A centralized system of admission procedure will be followed and a common merit list would be drawn based on the applications received at the Government as well as the Private ITIs. A separate merit list of S.S.C. and VIII Std. entry qualification will be drawn for selection of candidates eligible for admission at any of the Government or Private ITIs by a central admission committee appointed by the State Director of Craftsmen Training. A provisional merit list will be displayed in all the Government and Private ITIs and a period of two days would be given to the candidate to comply to any deficiency/objection noticed if any by reporting the same to the authorities in the ITI where he/she had submitted the duly filled application form. A final merit list would be prepared by complying to the discrepancies raised if any by any of the candidate and displayed in all the Government and Private ITIs and also on the website of State Directorate of Craftsmen Training at www.sdct.goa.gov.in.
- Allotment of seats would be done in a centrally located venue decided by the State Director, details of which will be available in all ITIs.
- The admissions shall be strictly based on merit cum choice and on first come first serve basis to the candidates on the days specified in the “Centralized Admission Center”. The candidate present will be given an opportunity to select a seat of his/her choice from the seats available at the point of his/her merit number.
- If the candidate fails to turn-up for counseling as specified in the “Centralized Admission Center” or does not accept admission offered he/she shall forfeit the claim of seat as per his/her turn in merit position for that round and the seat will be offered to the next candidate in the merit list.
- In case during the round of admission, the candidate reports late for admission his/her candidature shall be considered for the then available seats. The list or order of candidates already admitted shall remain unchanged.

- Every eligible candidate who is desirous of seeking admission shall remain present in person at the admission center as per schedule of admission rounds along with Acknowledgement card, documents in original and fees, failing which the admission shall not be confirmed. Candidates desiring to get exemption from payment of tuition fees in Government ITIs shall produce the SC/ST/BPL certificate or income certificate (of income less than Rs. 1,50,000/-) from the competent authority at the time of admission. No exemption shall be considered later.
- Changes in the “Centralized Admission Center” if any will be notified through local newspapers and no personal communication will be sent to the individual candidates.
- The centralized system of admission would be applicable only for the first round of the respective categories as mentioned in the “Centralized Admission Center”. The vacant seats if any shall be filled by the Principals of respective ITIs based on the common merit list on first come first serve basis.
- If any seats remain vacant even after this, the Principals of respective ITIs may sell the Prospectus and fill up the vacant seats on first come first serve basis.
- The admitted trainees shall submit a medical fitness certificate issued by a registered medical practitioner along with the duly filled admission form to the respective ITI on the next working day after obtaining admission at the counseling center/ITI, failing which his/her admission is liable for cancellation.
- The decision of the admission committee in respect of interpretation of the rules and guidelines of admission shall be final and binding on all concerned.
- A candidate desiring to seek admission in a particular trade will have to specifically enclose the mark sheet of the entry qualification required for the respective trade.

NOTE: The original testimonials submitted by the candidates shall be returned to the candidates after of 15 days from the date of commencement of the training.

8.12 Completion of Admission Procedure

Procedure of admission shall not continue beyond 31st July, 2016 as per the DGE&T norms.