

PROCEDURE TO FILL/SUBMIT ON-LINE APPLICATION FORM.

STEPS TO FOLLOW:

Step 1: Online Registration

- Click on Register option on website by entering the valid email ID, Mobile Number (It should be of self or of family member, not of any unknown/cybercafe's) and Name (Spellings of Name must be same as in Class 8th / Class 10th marks sheet/certificate, as essential qualification of the respective trade).
- **Mobile Number will be the Login ID and Password will be sent to your registered mobile number through SMS.**
- **In Case SMS is not received by applicant within 15 minutes, Forget Password link can be used to generate password.**
- Candidate can change the password, if he/she desires.
- Candidate will be able to Login to the admission portal by using the password in all future visits to this portal.
- Pay Registration Fee of Rs. 85/- online to proceed further to fill application form. **Registration Fee is not Refundable.**
- Payment verification will take maximum up to 24 hours. You can verify your payment by using the option **Payment Verification** on the website (**Note: Transaction number will be used to verify the status of transaction**).
- **A candidate can apply for Multiple Trades / Institutes with the same User id and Password.**
- Check prospectus for details concerning trades of both the GITI's and Read the rules and regulations thoroughly before filling the Application form.

Step 2: Login to apply for courses

- Click on **APPLICATION FORM** and fill the required information.
- Instruction page will be displayed once the candidate selects the Trades.
- The candidate must check the filled application form thoroughly before submitting.

Checklist for Filling Online Application Form

1. The applicants are required to keep the below listed information/documents ready before filling the form:
 - Matric (10th) detail mark certificate (as required).
 - 8th Class detail mark certificate (as required). if opted for trades based on 8th pass.
 - 12th Class detail mark certificate (as required) along with 10th detail mark certificate. if opted for trades based on 12th pass.
 - In order to calculate percentage of marks, refer page no. 24-25 of prospectus.
 - Scanned passport size photo of the applicant (not more than 50kb)
 - Scanned signature of the applicant (not more than 50kb)
 - Scanned Copies of Testimonials/Documents (.pdf format only)
 - Scanned copy of Aadhaar Card.
 - Email Id of the applicant (Mandatory)
 - Mobile Number of the applicant (Applicant will receive acknowledgment of the filled Online Form through SMS on his/her mobile number)
 - Applicant's Bank Name, Account Number, IFSC Code of Branch (If allotted)

2. The applicants are advised to read the prospectus before filling the online application form.
3. An applicant can apply online only. There is no offline mode for submission of application form.
4. Each section of the online application form should be completed carefully.
5. Give the name of Board from which the qualifying examination has been passed.
6. For admission, fraction of marks less than the requisite percentage shall not be rounded off to the advantage of the candidates i.e., 32.9%, 39.9% and 49.9% shall not be rounded off to 33%, 40% and 50% etc.
7. No separate communication will be sent to the applicants for attending the physical counselling and all the information/updates will be available on this website and the online prospectus.
8. The admission will be based on merit, which will be calculated on the basis of marks obtained in qualifying examination.
9. The applicant should note the Application Form No. generated after online submission of form.

How to Apply Online for Trades / Institutes

- Login to the website. Click on APPLICATION FORM.
- Instruction page will be displayed once, the candidate selects the given options.
- After this the application form will be displayed to the candidate.
- Candidate will have to fill details in various columns as required.
- Candidate will have to upload scanned copies all his/her certificates/ testimonials.
- Candidate will also be required to upload his/her photograph as well as scanned signature.
- Candidate will be able to view and can modify the information before final submission of the online application form. No editing is possible in the form by the candidate after the final submission.
- Candidates are required to print the application form and bring the form along with self- attested copies of relevant testimonials along with their originals at the time of admission.

Note:

- **A candidate can apply for Multiple Trades / Institutes with the same User id and Password**
- **All the information to the Candidates would be sent on his/her Registered Mobile Number**

Applicants can submit their online application form by uploading the details on the web portal, by logging on to admission website. After uploading the details, the Registration No. will be conveyed to the applicant by SMS on his/her registered mobile number.