User Manual For Admission to Industrial Training Institutes

Step 1:

Visit the website of Directorate of Skill Development & Entrepreneurship (https://dsde.goa.gov.in/). To proceed with the application submission, Click on *'Apply Now'*.

Step 2:

You will be redirected to the following page as shown below.

Go through the *Procedure to Apply, Documents Required and Designated Officials.*

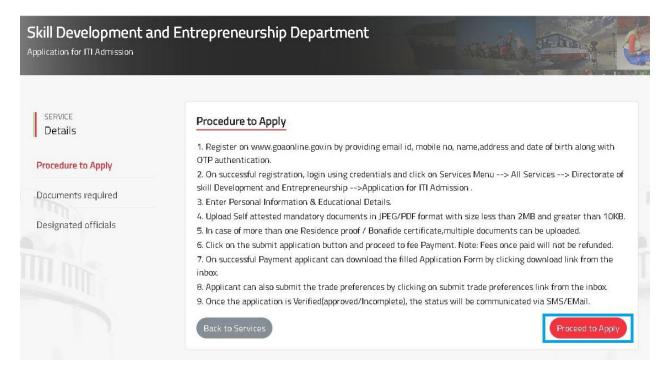Then, click on *'Proceed to Apply'* as shown in **Fig 1.**

Fig 1

Step 3:

Step 3a:

For registered users on GoaOnline, enter the *Username, Password* and click on *Login* as shown in **Fig 2.**

Fig 2

Step 3b:

For non-registered users, click *Register* and complete the registration process. **(Fig 3)** Once done, login to the system.

Fig 3

Step 4:

Click on *Apply Now* .

Application form for admission to Industrial Training Institute

Admission for academic year 2020-2021

Registration of application from : 01-Jul-2020 to 30-Aug-2020

1. Prospectus Fee : Rs.100/- (Applicable only if Prospectus not Bought from any Government ITI)
2. Application Processing Fee (Inclusive of all Taxes):
   i. ST, SC Category - Rs.413/-
   ii. Others - Rs.826/-

Download Prospectus

Instructions

Apply Now

Fig 4

Step 5:

Step 5a:

Enter Personal details:-
   -*Title, First Name, Middle Name* and *Last Name* as mentioned on Marksheet.
   -*Name of Father/Guardian* and *Name of Mother*.
   -*Date of Birth, Gender, Marital Status, Religion*

Upload a passport size photo by selecting *Choose File* . Navigate to the image to be uploaded from your computer and then click *Upload* as shown in below.**(Fig 5)**
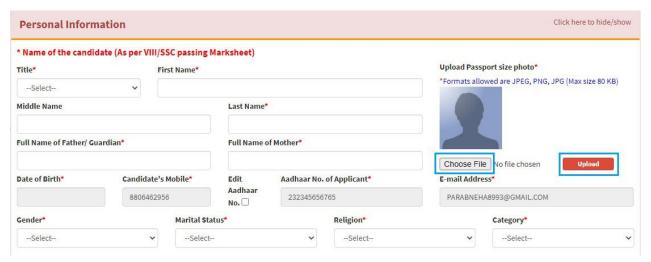

Fig 5

Step 5b:

-Select the appropriate Caste Category
1. ***General***
2. ***Scheduled Caste (SC)***
3. ***Scheduled Tribe (ST)***
4. ***Other Backward Classes (OBC)***

If either SC, ST or OBC category is selected, enter **Caste Certificate number**.

Click **Verify Caste Certificate** as shown below. *(The verification of the Caste Certificate is Optional).*

Fig 6

Step 6:

Select appropriare category as applicable, as shown below **(Fig 7)**

1. ***Person with Disability(PWD)***
2. ***Economically Weaker Sections(EWS)***
3. ***Special Category***
   a) ***Children of State and Central Government Employees (CGE)***
   b) ***Children of African Repatriates of Goan Origin (CAR)***
   c) ***Wards of Defense Personnel.***

Fig 7

If *Wards of Defence Personnel* is selected under *Special Category* , choose the appropriate sub category:-

a) *Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.*
b) *Children of Ex-servicemen*
c) *Children of serving Jawans*
d) *Children of serving officers*
e) *Ex-Servicemen*

Fig 8

Step 7:

Enter your Residential details. If the *Correspondence Address* is same as *Permanent Address,* tick the check box as shown in the Figure.

Fig 9

Step 8:

For the section *Do you have 10 year continuous domicile/residence proof in Goa preceding the date of application?,* select either *Yes or NO.*

Step 8a:

If Yes, Select the document proving 10 years residence in Goa. Option will be provided later to upload multiple documents against the selected items.

Fig 10

If *Residence Certificate for minimum period of 10 years,* is ticked, enter *Residence Certificate No.*

Click *Verify Residence Certificate,* as shown below. *(The Verification of the Residence Certificate is Optional).*

Fig 11

Step 8b:

If NO, the following note will be displayed.

Fig 12

Step 9:

Enter Bank *IFSC code.*

Bank Name and Branch will get auto populated.

Enter **Account No**. and re-enter it to **Confirm Account No**.

Bank Account Information

IFSC code	Bank Name	Branch Name
CORP0000142 ✗	CORPORATION BANK	MARGAO

Account No.*	Confirm Account No.*

Fig 13

The Bank Details entered above , should be of the *'Student'.* The bank account number entered here will be used for future reference at the time of grant of scholarships or any other financial aid from Department to the student.

Step 10:

Enter the following Parent Details:-

1. *Mobile Number (Compulsory)*
2. *Office Address (Optional)*
3. *Office Phone Number (Optional)*

Select Yes/No for the following:-

1. *Is your Family Income less than 3 lacs ?*
2. *Are you a Below Poverty Line (BPL) or Antodaya Card holder ?*

If Yes, corresponding documents towards the same need to be uploaded, in the *Document Upload* Section Ahead.

Parent's Contact Details

Mobile No.*	Office Address (if any)	Office Phone No.

Is your family income less than 3 Lakhs ?*	Are you a BPL(PHH) or Antyodaya(AAY) Ration card holder ?*
YES	YES

* Corresponding document towards family income needs to be uploaded in the document upload section ahead.

* Corresponding document towards BPL / Antyodaya needs to be uploaded in the document upload section ahead.
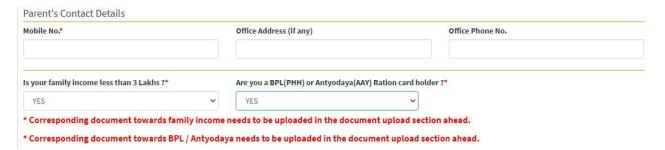
Fig 14

Step 11:

Incase the Prospectus is purchased offline, tick the checkbox.

Once all the fields are entered and confirmed, click **Proceed To Education Details.**

☐ Tick if you have purchased Prospectus Offline for Rs. 100/-

[PROCEED TO EDUCATION DETAILS]

Fig 15

Step 12:

Select **Education Qualification** from the dropdown (**Fig 16)**

If the student wishes to apply for trades which require 8th Std as the minimum qualification, then select **8th Pass.**

Similary, if the student wishes to apply for trades which require 10th Std as the minimum qualification, then select **10th Pass.**

If the student wishes to apply for both, 8th Std trades as well as 10th Std trades, Select **8th Pass and 10th Pass Both.** In such as case, the student's name will appear on both 8th as well as 10th Merit List.

Educational Qualifications (Minimum Qualifying Examination)

Education Qualification*

--Select--

--Select--
8TH PASS (ELIGIBLE FOR 8TH PASS TRADES)
10TH PASS (ELIGIBLE FOR 10TH PASS TRADES)
8TH & 10TH PASS(BOTH)(ELIGIBLE FOR 8TH & 10TH PASS TRADES)

Fig 16

Step 12a:

If 8th Pass is selected as *Education Qualification,* list of trades available will be displayed.

Fig 17
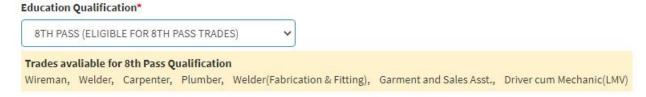
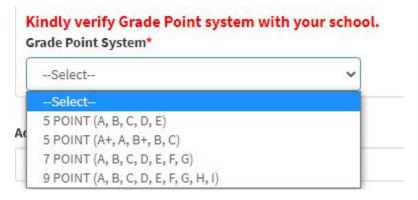Select the Grade Point System followed by your school for the preparation of marksheet.

Fig 18

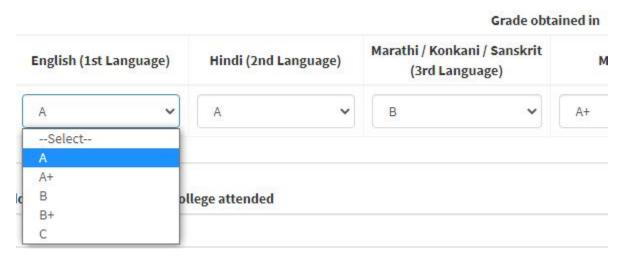Select grades obtained in different subjects as shown in **Fig 19**.

Fig 19

Step 12b:

If 10ᵗʰ Pass is selected as *Education Qualification*, list of trades available will be displayed.

Education Qualification*

| 10TH PASS (ELIGIBLE FOR 10TH PASS TRADES) ⌄ |

Trades avaliable for 10th Pass Qualification(With Maths & Science compulsory)
Mechanic Refrigeration & Air Conditioner,   Electronics Mechanic,   Computer Operator & Programming Assistant,   Desk Top Publishing Operator,   Stenographer Secretarial Assistant(English),   Secretarial Practice(English),   Basic Cosmetology,   Food Production(General),   Food & Beverages Service Assistant,   Sewing Technology,   Multimedia , animation & Special Effects,   Housekeeper,   Front Office Assistant,   Travel and Tourism Assistant,   Digital Photographer

Trades avaliable for 10th Pass Qualification(With Maths & Science not compulsory)
Information & Communication Technology System,   Fitter,   Turner,   Machinist,   Electrician,   Instrument Mechanic,   DraughtsMan(Mechanical),   DraughtsMan(Civil),   Mechanical Motor Vehicle,   Mechanical Diesel,   Attendant Operator(Chemical Plant),   Solar Technician(Electrical),   Computer Hardware & Network Maintenance,   Mechanic Two and Three Wheeler

Fig 20

Select *Mode of Training* .

Mode of Training*

| --Select-- ⌄ |

--Select--
C.B.S.E (CENTRAL BOARD OF SECONDARY EDUCATION)
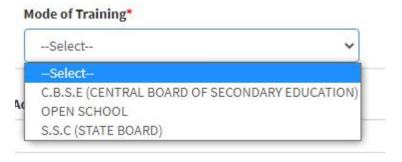OPEN SCHOOL
S.S.C (STATE BOARD)

Fig 21

If **C.B.S.E** is selected as **Mode of Training**, enter **CGPA** and **Grade points Obtained** in each subject shown in below figure.

Enter *No. of Attempts*.

(If the No. of Attempts are more than one,corresponding marksheets need to be uploaded later.)

(In case of multiple attempts, enter the marks obtained in last attempt only i.e of the attempt cleared by the student.)
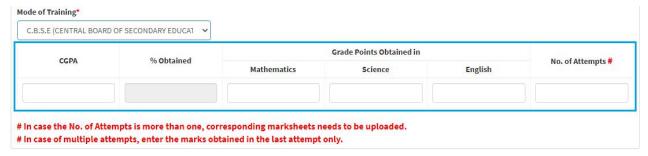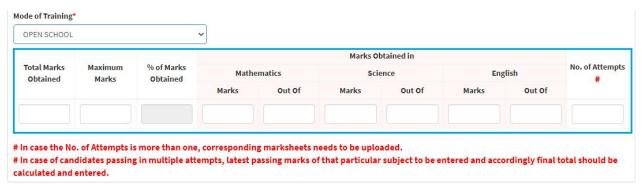
Mode of Training*

| C.B.S.E (CENTRAL BOARD OF SECONDARY EDUCAT ⌄ |

CGPA	% Obtained	Grade Points Obtained in			No. of Attempts #
		Mathematics	Science	English	

In case the No. of Attempts is more than one, corresponding marksheets needs to be uploaded.
In case of multiple attempts, enter the marks obtained in the last attempt only.

Fig 22

If *S.S.C* or *Open School* is selected as **Mode of Training**, enter *Total Marks Obtained, Maximum Marks, Marks obtained.*

Enter *No. of Attempts.*

(If the No. of Attempts are more than one,corresponding marksheets needs to be uploaded later.)

(In case of multiple attempts, enter the marks obtained in last attempt only i.e of the attempt cleared by the student.)

Fig 23

Step 12c:

If *8^(TH) pass and 10^(TH) pass (Both)* is selected as *Education Qualification*, list of trades for both will be displayed.

Fig 24

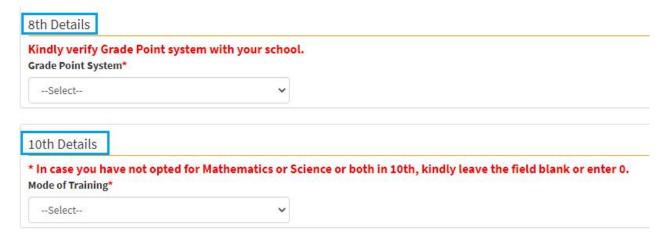Enter 8TH as well as 10TH Std marks/grades as shown in the figure below.

8th Details

Kindly verify Grade Point system with your school.
Grade Point System*

--Select--

10th Details

* In case you have not opted for Mathematics or Science or both in 10th, kindly leave the field blank or enter 0.
Mode of Training*

--Select--

Fig 25

Step 13:

Enter *Address of the last school/college attended*, *Name of last school/college attended* and *year of passing* shown in **Fig 26.**

Read all the declarations carefully for *Undertaking by Candidate* and then click on the check box as shown in below fig.

Click on *Proceed To Document Upload* to proceed.

Address of the last School / College attended

Name of last School / College attended | Year of Passing

--Select--

Undertaking by Candidate

* Application with incomplete information and without self-attested copies of necessary certificates will lead to disqualification and may not be considered.
* The mobile number and E-mail address has to be mandatorily retained by admitted trainees till the completion of course for examination verification and placement tracking purpose for minimum 3 years.

☐ I hereby confirm that the information provided above is true. If admitted, I shall deposit the requisite fee and caution money amount as mentioned in this Prospectus to the respective ITI. I shall take proper care of the tools and equipments entrusted to me.

I agree to confirm to the Rules and Regulations presently in force at the Institute or that may be made hereafter for the administration of the Institute. I also undertake that as long as I continue to be a trainee of the Institute, I shall do nothing unworthy of a trainee of the Institute or do anything that will interfere with its orderly working and discipline.

I declare that the above furnished information is correct to the best of my knowledge. If found incorrect at any point of time, my candidature can be canceled.

I undertake that I will abide by the Rules and Regulations of the Directorate of Skill Development & Entrepreneurship, Govt. of Goa.

I declare that I have gone through and understood the eligibility criteria for admission to ITI and I will be solely responsible for my eligibility and I shall be denied admission if I am not found eligible at the time of admission.

I, holder of Aadhaar card , hereby give my consent to Government of Goa to obtain my aadhaar number, name and fingerprints/iris for authentication with UIDAI. Government of Goa has informed me that my identity information would only be used for the purpose of availing scheme benefit and also informed that my biometrics will not be stored/shared and will be submitted to CIDR only for the purpose of authentication.

PROCEED TO DOCUMENT UPLOAD

Fig 26

Step 14:

This is the section where you will have to upload *Mandatory List of Documents* as shown in **Fig 27**.

Choose the document to be uploaded from *Document Type*.

Click on *Choose File* under **Select file** and navigate to the document and click on *Upload*.

Fig 27

Step 15:

Choose the *Nearest Government ITI* and click on *Submit & Proceed to Pay*

Fig 28

Step 16:

Click on **Proceed to Pay**

Directorate Of Skill Development And Entrepreneurship(Application for ITI Admission)

Payment Request Confirmation

Acknowledgement No:	SDE012000161
Application ID:	945059
Party Name:	Test Test Test
Towards:	APPLICATION FOR ITI ADMISSION
Amount Payable:	Rs. 926

Payee Details:
ankita test 8806724020

Proceed to pay Rs. 926   Cancel

Fig 29

Step 17:

An external Payment Gateway Link will be made available for online payment of fees. After successful completion of the online payment, the following 3 options will be displayed as shown in the figure:-

1. **Download Payment Receipt**

2. **Download Filled Application Form**

3. **Trade Preferences**

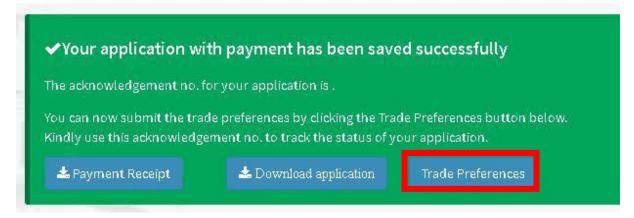Download the Payment Receipt and Filled Application form and then click on **Trade Preferences.**

✔ Your application with payment has been saved successfully

The acknowledgement no. for your application is .

You can now submit the trade preferences by clicking the Trade Preferences button below. Kindly use this acknowledgement no. to track the status of your application.

⬇ Payment Receipt   ⬇ Download application   Trade Preferences

Fig 30

Step 18:

To enter your trade preferences, select the **_Trade_** as well as the **_ITI_** as per priority. The topmost preferences will be treated as 1st priority. Enter a minimum of 5 trade preferences and then click on **_'Save Trade Preferences'_**

Note: Selecting Trade Preferences is not mandatory at this stage. Students can enter the same at a later stage, but prior to the 'last' date set for the same.

Fig 31