

Via- e-mail

F. No. DGT-T-11012/15/2021-DGT-DIR (CFI)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Old CIRTES, Building, IARI, PUSA

New Delhi, Dated 16th November, 2021


OFFICE MEMORANDUM

Subject: Guidelines for CITS online Admission/Counselling for the session 2021-22 in NSTIs and IToTs for Craft Instructor Training Scheme (CITS) - reg.

The admission process for the session 2021-22 for Crafts Instructor Training in NSTIs and IToTs in different Trades is currently under process. The procedure and detailed timeline of the counselling process for CITS session 2021-22 online Admission/Counselling at NSTIs and IToTs has been framed.

All the RDSDEs are requested to depute Group A/B officer to supervise the SPOT admission process (preferably Group A officer)

You are requested to comply the details attached on this matter.

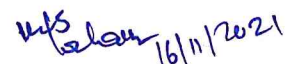

(Ravi Chilukoti)
Director (CFI)

To

All RDs/ HoDs, NSTIs
All Principals/HoOs, NSTIs
All Principals/Directors, IToTs (Govt. & Private)

Copy to:

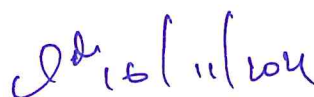
1. Sr. PPS to DG/AS, DGT, New Delhi
2. Sr. PPS to DDG, DGT, New Delhi
3. Director (TT Cell), DGT, New Delhi


(Ram Singh Locham)
Assistant Director

Guidelines for 2021 CITS online Admission/Counselling at NSTIs and IToTs

Activities related to CITS-2021 Online Counselling for Admission Process

1. NIMI will upload the result on the NIMI portal with first merit list as well as forward to all the institutes.
2. The merit list to be prepared based on marks obtained and considering the reservation norms of the Central Government. The IToTs will follow the reservation norms of their respective states.
3. There will be First, Second and third phases of counselling for admission.
 - i. NIMI should display the First Merit List institute-wise on the portal. The Institutes will admit the trainees during first counselling and will inform the admissions made and seat remaining vacant trade-wise to NIMI on the last date of first counselling session.
 - ii. **Transfer Process** online for all provisionally admitted candidates who have not got their first choice will be opened and candidates will be allowed to select Institute of choice and candidate will be transferred as per merit at the end of the day.
 - iii. NIMI should display the subsequent merit list institute wise on the portal and the above procedure will be repeated by the Institutes for second and Third Merit List.
 - iv. Spot admission will be given based on AICET-Merit List subject to availability of seats. DGT will nominate officers from RDSDE for supervision during Spot admission in IToT.
4. NIMI to share the admitted trainee data with M/s. Wipro for uploading on NCVT MIS Portal through appropriate template or web service.
5. Any other activity as required during the admission process.


(Ravi Chilukoti)
Director (CFI)

The detailed Timeline of the counselling process based on the counselling dates mentioned in the trailing mail is appended below.

Phase	Date	Day	Activity
First Phase	15 th Nov 2021	Monday	Selection of Institute online & Payment of Counselling Fee
	16 th Nov 2021 5.30 PM	Tuesday	
	17 th Nov 2021	Wednesday	First Counselling - Allotted Institute appears in Candidate Login - Candidate approaches the nearest NSTI - Documents verification - Provisional Admission
	18 th Nov 2021	Thursday	
	19 th Nov 2021	Friday	
	20 th Nov 2021	Saturday	Transfer Process Online - for all provisionally admitted candidates who have not got their first choice. Select Institute of Choice Candidate transferred as per merit at the end of the Day
	21 st Nov 2021	Sunday	Transfer list confirmation and vacancy list display
Second Phase	22 nd Nov 2021	Monday	Selection of Institute online Payment of Counselling Fee by candidates who have not paid fees earlier
	23 rd Nov 2021 5.30 PM	Tuesday	
	24 th Nov 2021	Wednesday	Second Counselling - Allotted Institute appears in Candidate Login - Candidate approaches the nearest NSTI - Documents verification - Provisional Admission
	25 th Nov 2021	Thursday	
	26 th Nov 2021	Friday	
	27 th Nov 2021	Saturday	Transfer Process Online - for all provisionally admitted candidates who have not got their first choice. Select Institute of Choice Candidate transferred as per merit at the end of the Day
	28 th Nov 2021	Sunday	Transfer list confirmation and vacancy list display
Third Phase	29 th Nov 2021	Monday	Selection of Institute online Payment of Counselling Fee by candidates who have not paid fees earlier
	30 th Nov 2021 5.30 PM	Tuesday	
	01 st Dec 2021	Wednesday	Third Counselling - Allotted Institute appears in Candidate Login - Candidate approaches the nearest NSTI - Documents verification - Provisional Admission
	02 nd Dec 2021	Thursday	
	03 rd Dec 2021	Friday	
	04 th Dec 2021	Saturday	Transfer Process Online - Opening unfilled reservation seats for filling up the vacancy - for all candidates who have not got their first choice. - Select Institute of Choice - Candidate transferred as per merit at the end of the Day
	05 th Dec 2021	Sunday	Transfer list confirmation and vacancy list display
Spot Admission	06 th Dec 2021	Monday	Spot Admission based on AICET – Merit List subject to availability of seats
	07 th Dec 2021	Tuesday	
	08 th Dec 2021	Wednesday	
	15 th Dec 2021	Wednesday	Commencement of Session 2021-22