

## **Process of Online application and online documents verification**

Considering COVID-19 pandemic situation the online admission system is revised upload of documents in the candidate admission portal is introduced and the verification shall be done online by the designated officials. Physical reporting at any ITI is not required anymore

Revised Guideline

There are two major options for the applicant in the admission portal. New Candidate Registration and Sign in for the candidates already registered.

### **A. Registration of new candidate**

This is the first forms to be filled up by the applicants seeking admission. Following data to be supplied in the form

1. Name of the Applicant
2. Father's Name
3. Mother's Name
4. Date of Birth
5. Mobile Number
6. Gender
7. Earlier Admission Details in any Govt ITI (if Any)
8. District Location of the School of Passing the Qualifying Examination.

Candidate must be extra careful while filling up the application form as the data provided here cannot be modified later.

On submission of the form the mobile number shall be verified by OTP sent as SMS. Applicants need to retain this mobile number till the completion of Admission Process.

After successful validation through OTP, your mobile number shall be treated as Log-In ID of the candidate. On the other hand the default password shall be the date of birth in DDMMYYYY format. i.e if the mobile number is 9898989889 and Date of Birth is 31/12/1998 then the Log-in ID shall be 9898989889 and default Password shall be 31121998. However the candidate may change the password from the portal after successful Log-in / Sign-in

### **B. Sign-in for Already Registered Candidate**

After successful registration of candidate the candidate may Log-in/ Sign-in to the portal. On the landing page of the portal there are 7 options namely

- a. Home/Application Status
- b. Application Form
- c. Make Payment
- d. Upload Document
- e. Download Acknowledgement
- f. Change Password
- g. Sign Out

#### Tab a. **Home/Application Status**

This is the landing page after login where a candidate may view the application status. Applicants may view the application status in this page.

#### Tab b. **Application Form**

This form has to be filled up immediately after login. The form is meant to capture all the relevant information of a candidate. The fields to be provided are

1. Admission Group (M/E)
2. Caste / Category
3. Whether differently abled?
4. Religion
5. Whether Enrolled Under Kanyashree
6. Whether willing to avail district quota
7. Whether to avail Vocational / PBSSD quota
8. AADHAAR No
9. Board name of qualifying exam
10. Total marks in qualifying exam
11. Marks obtained in qualifying exam
12. Whether had Mathematics in qualifying exam
13. Whether had Physical Science/ Science in qualifying exam

Candidate is required to be carefully enter the data as per document. All data except the ADHAAR No. are mandatory here.

Information provided in this form can be modified till the payment is made.

Appropriate Caste Certificate is Mandatory, in case of SC,ST and OBC. The certificate has to be uploaded in upload section. Certificate from competent authority is also required for the differently abled candidate.

#### Tab c. **Make Payment**

After properly filling up the application form the candidate is required to pay the admission fees (Rs. 200/- for Male and Rs. 100/- for female candidate, through online gateway. All kind of Debit/ Credit cards and Net Banking / UPI can be used for payment.

#### Tab d. **Upload Document**

Candidate has to upload the Mark sheet of the qualifying exam (Madhyamik or equivalent for M Group / Class VIII or equivalent for E Group)

Appropriate Caste Certificate must be uploaded in case of SC,ST and OBC Candidate (If applicable)

Appropriate Vocational course completion certificates (If applicable)

In case of differently abled the certificate for the same also to be uploaded (If applicable)

Please note that your uploaded document shall be verified by the officials online, and after successfully validation of the same your candidature shall be marked as valid and a SMS shall be delivered to your registered mobile number. In your login home page at wbscv.t.org, the status shall be marked as verified; an acknowledgement can be downloaded from the system too. On the other hand if your entered data differs with your uploaded document then one time modification of data as well as one time allowance to upload the documents may be given depending upon the degree of the mistake.

On the process of admission or even after admission, if any data provided by the candidate found to be incorrect then the application or the admission shall be treated as cancelled.

#### **Tab e. Download Acknowledgement**

On successful completion of the above said actions and after online verification of the records against the uploaded documents the candidate is eligible to download the acknowledgement from there.

Once a successfully verified acknowledgement is downloaded from the portal the candidate is eligible for the next level of counseling.

#### **Tab f. Change Password**

The candidate may change his/her password from this page

#### **Tab g. Sign Out**

Signout / Logout form the online admission web application