INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR ADMISSIONS TO ITIs 2020-21

1. Visit www.dsde.goa.gov.in and click on **'Online Admissions to ITI 2020-21'**

2. Go through the procedure to apply, Documents required and Designated Officials.

3. **If you are already registered with Goa Online Portal** then click on **'Proceed to Apply'** →enter your login ID and Password → click login *(Continue from the step no. 5)*

4. **If you are not registered with Goa Online Portal**, Register yourself on www.goaonline.gov.in by providing email id, mobile no, aadhaar no., name, address and date of birth along with OTP authentication.

On successful registration, login using credentials and click on Services Menu --> All Services --> Directorate of skill Development and Entrepreneurship --> Application for ITI Admission. *(Continue from the step no. 5)*

5. You will see 'Application form' page → Click on '**Apply Now**'. Then proceed with the filling on the application form.

6. Enter your Personal Information & Educational Details.

7. Upload your **passport size photograph in JPEG/PNG** format with **size less than 80 KB**

8. Upload your **Self Attested mandatory certificates / documents in JPEG/PNG/PDF format** with **size less than 2MB** and greater than 10KB.

9. In case of more than one Residence proof / Bonafide certificate, multiple documents can be uploaded to prove residence of 10 years in Goa.

10. In case the **no. of attempt is more than one** , **multiple marksheets need to be uploaded**

11. Click on the submit application button and proceed towards the payment of:-

   a) Application processing fee;
   b) Prospectus fees *(incase hard copy of prospectus is not purchased)*.

   Note: Fees once paid will not be refunded.

12. On successful Payment, candidate can download the filled Application Form by clicking download link from the inbox. Candidate can also download the payment receipt from the inbox.

13. Candidate to choose the Trade / ITI preferences by clicking on submit "trade preferences" from the inbox.

9. Once the application is Verified (approved/rejected), the status will be communicated via SMS/EMail.

Note: For further details like display of Provisional and Final merit list etc. please visit our website www.dsde.goa.gov.in / www.goaonline.gov.in regularly.