

## SEAT ACCEPTANCE PROCESS

### Step 1

- Go to website <https://goaonline.gov.in/>
- Login using registered username and password.
- After Login, go to Inbox---->Application-----Application for ITI Application
- Click on '**View Application**' button as shown in Fig. 1

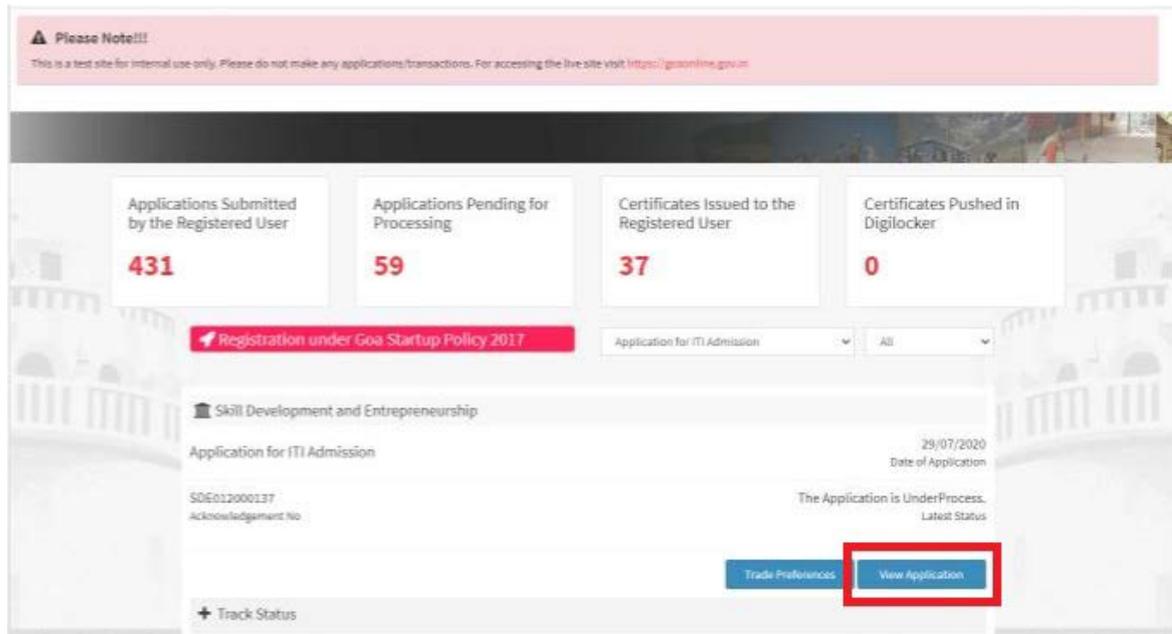


Fig. 1

### Step 2

- On click of 'View Application', form towards 'Admission for Industrial Training Institute' will appear. As shown in Fig. 2.
  - **Before Clicking on any Button applicants are requested to read instructions/Note Carefully.**
  - Three buttons will be seen namely
    1. Accept and Opt out
    2. Accept and Appear again
    3. Reject and Appear again.
1. **Accept and Opt out**-You accept the allocated seat and do not want to appear for any other rounds.

2. **Accept & Appear Again**-You accept the allocated seat and want to appear for next round.

3. **Reject and Appear Again**-You reject the allocated seat and want to appear again for next round.

**If no action is taken against the seat allocated, your seat will be cancelled.**

### Note

- If you have selected trades towards different educational qualifications(8th & 10<sup>th</sup>& 12<sup>th</sup> or 10<sup>th</sup>&12<sup>th</sup> etc.),only 1 seat can be selected from the allocated seats.
- No changes will be allowed to this selection of seats once clicked on save.Kindly verify before taking any actions.
- Last Date for submitting the option is **23-sep-2020**.

The screenshot displays the 'Admission for Industrial Training Institute' portal for the academic year 2020-2021. It includes links for 'Download Prospectus' and 'Help Document'. The 'Instructions' section details three options: 'Accept & Opt Out', 'Accept & Appear Again', and 'Reject & Appear Again', along with a note that only one seat can be selected from different educational qualifications and that the last date for submission is 23-Sep-2020. The 'Eligible Options' section shows two seats: one for a 10th Standard student (Electrician ITI at Bicholim Government ITI) with 'Accept & Opt Out' and 'Reject & Appear Again' buttons, and another for an 8th Standard student (Wireman ITI at Vasco Government ITI) with 'Accept & Opt Out', 'Reject & Appear Again', and 'Accept & Appear Again' buttons. At the bottom, there are 'RESET' and 'SUBMIT SELECTED OPTION' buttons.

Fig. 2

### Step 3

- Once you select and click on any of the options as mentioned in Step 2, click on “**Submit Selection Option**” to confirm you selected option.
- In case you want to change your selected option click on “**Reset**” as shown in the Fig 3.

The screenshot displays the admission interface for the Industrial Training Institute. At the top, it reads "Admission for Industrial Training Institute" and "Admission for academic year 2020-2021". There are links for "Download Prospectus" and "Help Document".

**Instructions (Read before you proceed):**

1) Description of options:

- a) **Accept & Opt Out**: You accept the allocated seat and do not want to appear for any other rounds.
- b) **Accept & Appear Again**: You accept the allocated seat and want to appear again for next round.
- c) **Reject & Appear Again**: You reject the allocated seat and want to appear again for next round.

2) Note:

- \* If you have selected trades towards different educational qualifications (8th & 10th & 12th or 10th & 12th etc.), only 1 seat can be selected from the allocated seats.
- \* No changes will be allowed to this selection of seats once clicked on save. Kindly verify before taking any action.
- \* Last date for submitting the options is 23-Sep-2020.
- \* Click on submit selected option button after you select the option.

**Eligible Options:**

Seat allocated to you as per selected trade preferences of **10th Std**  
Trade: **Electrician ITI**: **Bicholim Government ITI**.

Buttons: **Accept & Opt Out** (green), **Reject & Appear Again** (red).

Seat allocated to you as per selected trade preferences of **8th Std**  
Trade: **Wireman ITI**: **Vasco Government ITI**. **Pending** (green).

Buttons: **Accept & Opt Out** (green), **Reject & Appear Again** (red), **Accept & Appear Again** (yellow).

At the bottom, there are two buttons: **RESET** (orange) and **SUBMIT SELECTED OPTION** (red).

Fig.3

### Step 4

- A confirmation panel will be displayed.
- Select Yes/No and proceed further as shown in Fig.4

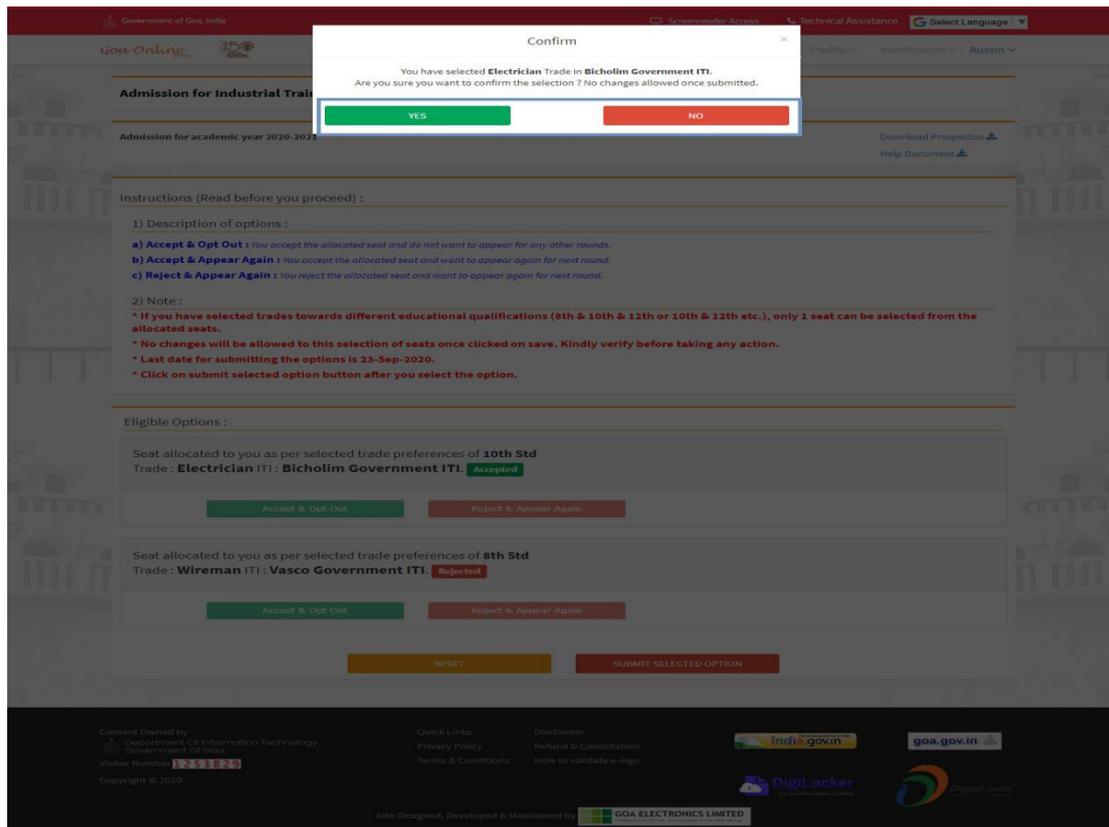


Fig. 4

- Applicant will get the provision to fill enrollment form only when he/she selects option 'a' or option 'b', mentioned in step 5.b
- Applicants who selects option 'c' will not get enrollment form to fill and he/she has to wait for the next round.

## ENROLLMENT FORM

### Step 1-Personal Details

- If applicant saves 'Accepts and Opt Out' or 'Accepts and Appear again', applicant will be asked to submit the Enrolmment form to confirm his/her admission.
- The system will auto populate the basic information such as Acknowledgement No, Applicant Name, Academic Year, Trade, ITI etc submitted by the applicant.
- Enter mandatory fields Occupation of Father, Occupation of Mother, Annual Income, Extra Curricular Activities.
- Select appropriate option towards "family income less than 3 Lakh" and You are BPL/Antodaya Card holder. (Corresponding documents will have to be uploaded if Yes is selected).
- Existing photograph of the applicant is displayed, if required the same can be updated.
- Submit bank details (non-mandatory).
- Proceed further with the document upload option.

The screenshot displays the 'Enrollment Form' for admission to an Industrial Training Institute (ITI) on the GoaOnline portal. The form is titled 'Admission for Industrial Training Institute' and is for the academic year 2020-2021. It includes a navigation bar at the top with links like 'My Menu', 'Home', 'About Us', 'Inbox', 'Services', 'Tracking', 'Profile', 'Notification', and 'Austin'. The form fields are as follows:

- Acknowledgment No:** SDE012000103
- Academic Year:** 2020-2021
- Trade:** Wireman
- ITI:** Vasco Government ITI
- Applicant Name:** KUM. SACSAS CASC ASCSA
- Name of Father / Guardian:** CSACSAS
- Name of Mother:** CSACSAS
- Upload Passport size photo:** A redacted area with a 'GoaOnline' watermark and a file upload button.
- Occupation of Father / Guardian:** Text input field.
- Occupation of Mother:** Text input field.
- Annual Income (income per year of both parents):** Dropdown menu with '--Select--'.
- Extra Curricular Activities:** Text input field.
- Is your family income less than 3 Lakhs ?:** Dropdown menu with 'NO' selected.
- Are you a BPL(PHH) or Antyodaya(AAY) card holder ?:** Dropdown menu with 'NO' selected.
- Bank Account Information:** Section with an 'IFSC code' input field.

At the bottom of the form, there is a red button labeled 'PROCEED TO DOCUMENT UPLOAD'.

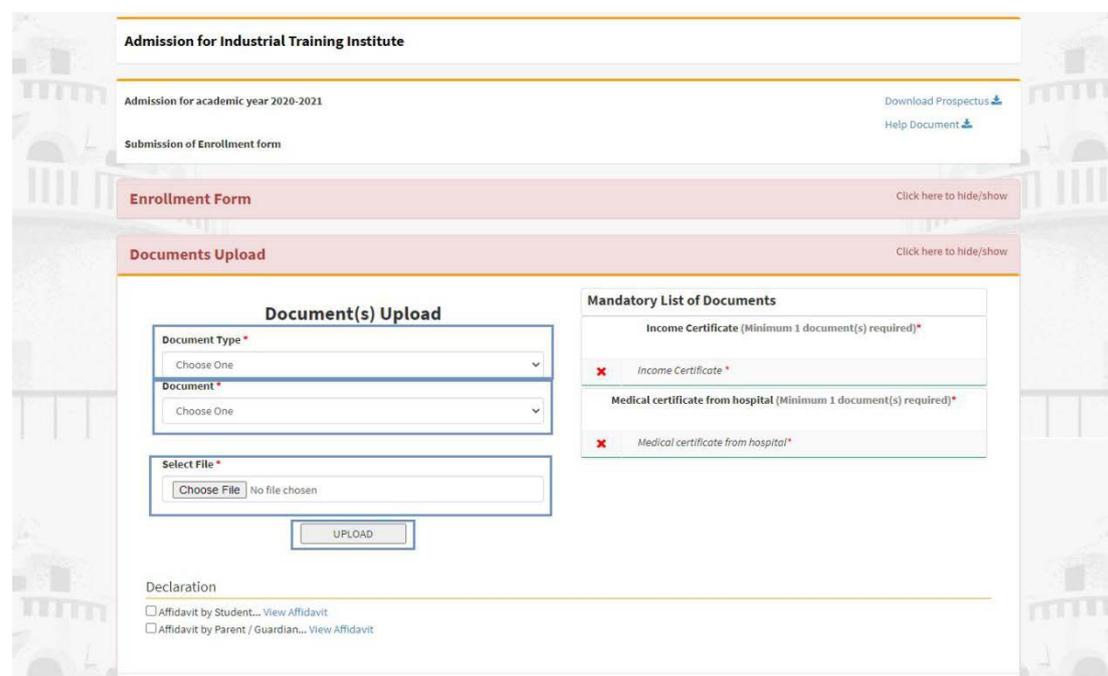
Fig. 1

## Step 2-Document Upload

### Step 2.a

- Once you click on 'Proceed to Document upload' button, Document upload page will appear.
- Select Document Type and Document and Choose files to be uploaded as shown in fig 2.
- Click on Upload once the required documents are chosen.

***Uploading of Medical Fitness Certificate is Mandatory.***



The screenshot displays a web form for document upload. At the top, it identifies the institution as 'Admission for Industrial Training Institute' and the academic year as '2020-2021'. Below this, there are sections for 'Enrollment Form' and 'Documents Upload'. The 'Documents Upload' section is divided into two columns. The left column, titled 'Document(s) Upload', contains three fields: 'Document Type' (a dropdown menu with 'Choose One' selected), 'Document' (another dropdown menu with 'Choose One' selected), and 'Select File' (a file selection button labeled 'Choose File' with the text 'No file chosen' next to it). Below these fields is an 'UPLOAD' button. The right column, titled 'Mandatory List of Documents', shows a list of required documents. The first item is 'Income Certificate (Minimum 1 document(s) required)\*', which has a red 'X' icon next to it, indicating it is missing. The second item is 'Medical certificate from hospital (Minimum 1 document(s) required)\*', which also has a red 'X' icon next to it, indicating it is missing. At the bottom of the form, there is a 'Declaration' section with two checkboxes: 'Affidavit by Student... View Affidavit' and 'Affidavit by Parent / Guardian... View Affidavit', both of which are currently unchecked.

Fig. 2

### Step 2.b

Tick mark on affidavit by Student and Affidavit by Parents check boxes.

Click on **Submit and Proceed To pay** button as shown in Fig. 3

**Admission for Industrial Training Institute**

Admission for academic year 2020-2021 Download Prospectus [↗](#)  
Help Document [↗](#)

**Enrollment Form** Click here to hide/show

**Documents Upload** Click here to hide/show

**Document(s) Upload**

**Document Type \***  
Choose One

**Document \***  
Choose One

**Select File \***  
 No file chosen

**Declaration**

Affidavit by Student... [View Affidavit](#)

Affidavit by Parent / Guardian... [View Affidavit](#)

**Mandatory List of Documents**

Income Certificate (Minimum 1 document(s) required)*	
✓	Income Certificate * 1
Medical certificate from hospital (Minimum 1 document(s) required)*	
✓	Medical certificate from hospital* 1

Fig. 3

### Step 3.-Fees Payment

#### Step 3.1: Click on proceed to pay

**⚠ Please Note!!!**  
This is a test site for internal use only. Please do not make any applications/transactions. For accessing the live site visit <https://goonline.gov.in>

Directorate Of Skill Development And Entrepreneurship(Application for Enrollment Form)

**Payment Request Confirmation**

Acknowledgement No: SDE022000012  
 Application ID: 956276  
 Party Name: Test Test  
 Towards: ENROLLMENT FORM  
 Amount Payable: Rs. 1500

**Payee Details:**  
Jinto Johnson 7083213971

Fig. 4

An External Payment Gateway Link will be made available for online payment of fees.

OR

Applicant can save the application in draft and make a payment later (within the time period as per the schedule published).

While making a payment later follow step 1 and Click on Pay Now button as shown in Fig.5

Follow step 3.c

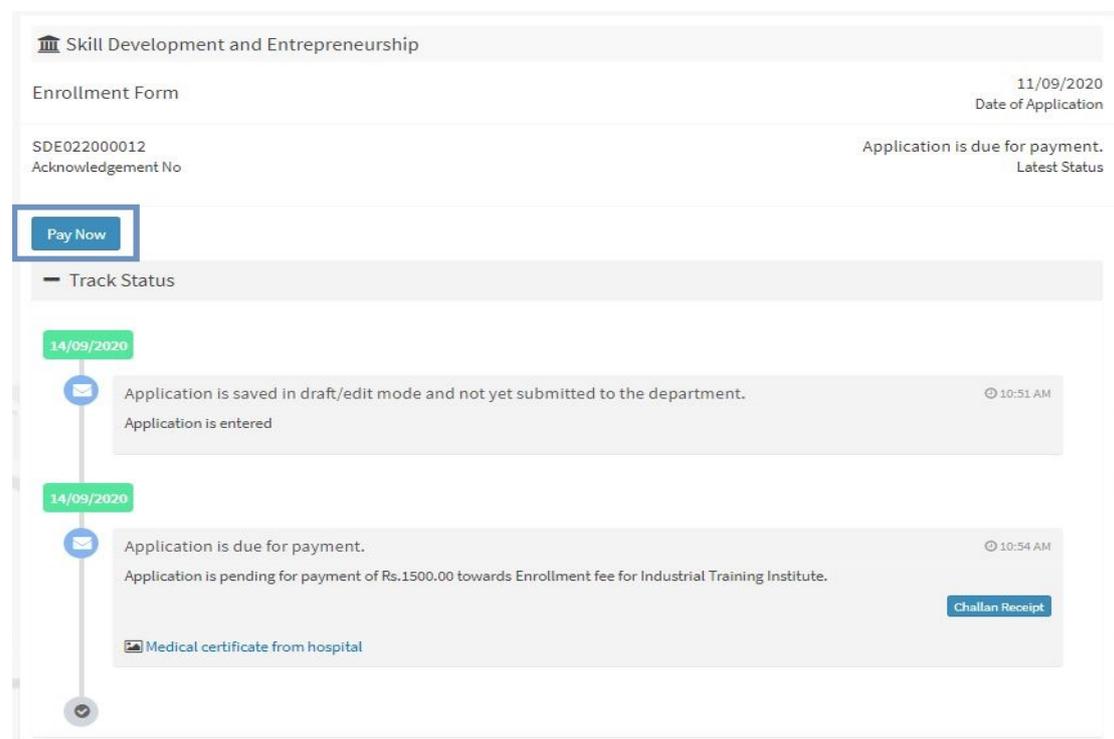


Fig. 5

### Step 5

After successful completion of the online payment

Admit card can be downloaded under track status as shown in Fig.8

OR

It can also be downloaded in Enrollment form as as shown in fig.9

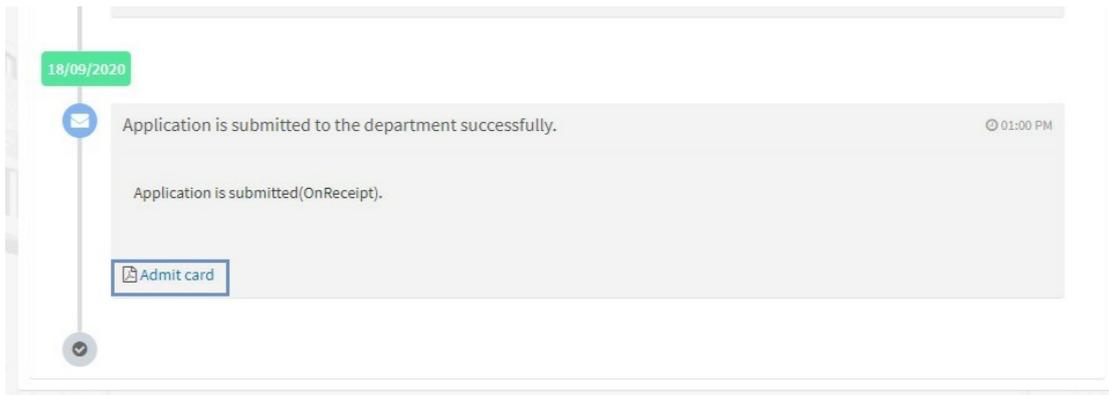


Fig. 8

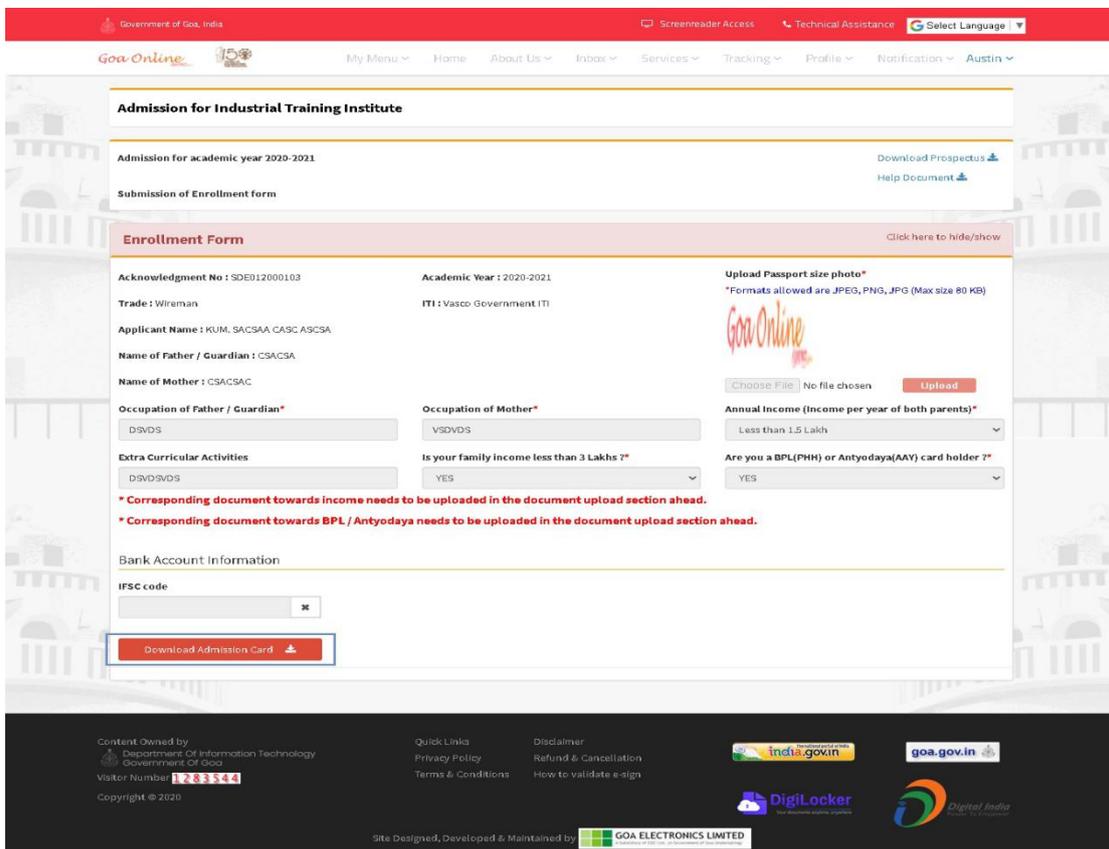


Fig.9



**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**  
3rd Floor, Shramshakti Bhavan, Patto, Panjim, 403001 Ph. No. 0832-2437059  
**INTAKE**  
**ADMIT CARD**

1. **Entry Qualification** : XII  
2. **Category** : GENERAL  
3. **Merit No.** : 4  
4. **Round No.** : ROUND 1  
5. **Application No.** : SDE022000012  
6. **Name of Candidate** : KRUNAL SUDHAKAR NAIK  
7. **Admitted to ITI** : Panaji Government ITI  
8. **Trade Admitted** : Multipurpose Health Worker (Male)-DST

Signature

Admission Sub-Committee In-charge

Signature

Admission Committee Chairperson

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Date : 16-Sep-2020

Fig. 10

An admit card is shown in Fig.10.

Keep this card for your future reference.

Congratulations Your Admission is Successful!!!!!!