

**Passed 8<sup>th</sup> ..... Passed 10<sup>th</sup> ???....what next?  
Join ITI, make your Career**



**GOVERNMENT OF GOA**

**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**

Shram Shakti Bhavan, 3rd Floor, Patto Plaza, Panaji - Goa. 403001

**NOTICE : Admission to ITIs**

The Online Admission process of this Directorate for admission to the Government & Private ITI will go live on 26/07/2021. The application form to be submitted Online Mandatorily. for academic year 2021-2022.

The Prospectus 2021-22 for admission to Government and Private Industrial Training Institutes is also available on payment of Rs.100/- in all Government and Private Industrial Training Institutes and H.O on above address.

The Application form available on hard copy of Prospectus is for sample purpose only. The aspiring candidates to submit Application Form Online on website [www.goaonline.gov.in](http://www.goaonline.gov.in). Link for this is also available on [www.dsde.goa.gov.in](http://www.dsde.goa.gov.in). Schedule of admission and further details will be made available for the Aspiring Candidates through Print and Visual Media. Aspiring Candidates are requested to visit website [www.dsde.goa.gov.in](http://www.dsde.goa.gov.in) and [www.goaonline.gov.in](http://www.goaonline.gov.in) regularly for information.

List of the documents required for online admission process are uploaded on website [www.dsde.goa.gov.in](http://www.dsde.goa.gov.in). For technical queries on online admission contact Help Line number +91-9225905914, Timing 9:00 AM to 6:00 PM, Monday to Friday or email to [servicesgoa@gov.in](mailto:servicesgoa@gov.in)

***This Directorate reserves the right to change the data and procedure of Admission for the session 2021-2022.***

**For course related details contact nearest ITI on following contact numbers**

<b>Government ITI's</b>	<b>Contact Nos.</b>
Panaji ITI	2226333/9834471305
Mapusa ITI	2262637/2959999
Pernem ITI	2201238/2954341/9421464263
Bicholim ITI	2362315/9049076089/9158977729
Sattari ITI	2370242/9637084864/9637505222
Farmagudi ITI	2956511/9422062929
Margao ITI	2714887/(Margao)/ 2765846(Aquem Baixo)
Cacora ITI	2650270/9673168555
Canacona ITI	2633354/9420686463
Vasco ITI	2524030/2956232/9822138737
<b>Private ITI's</b>	<b>Contact Nos.</b>
Sesa ITI	2365509/2365123/7843057129
Montfort ITI	9545004320
Indo-German ITI	9657985647/7522939960

Sd-  
Director (SD&E)

# **User Manual For Admission to Industrial Training Institutes**

## Step 1:

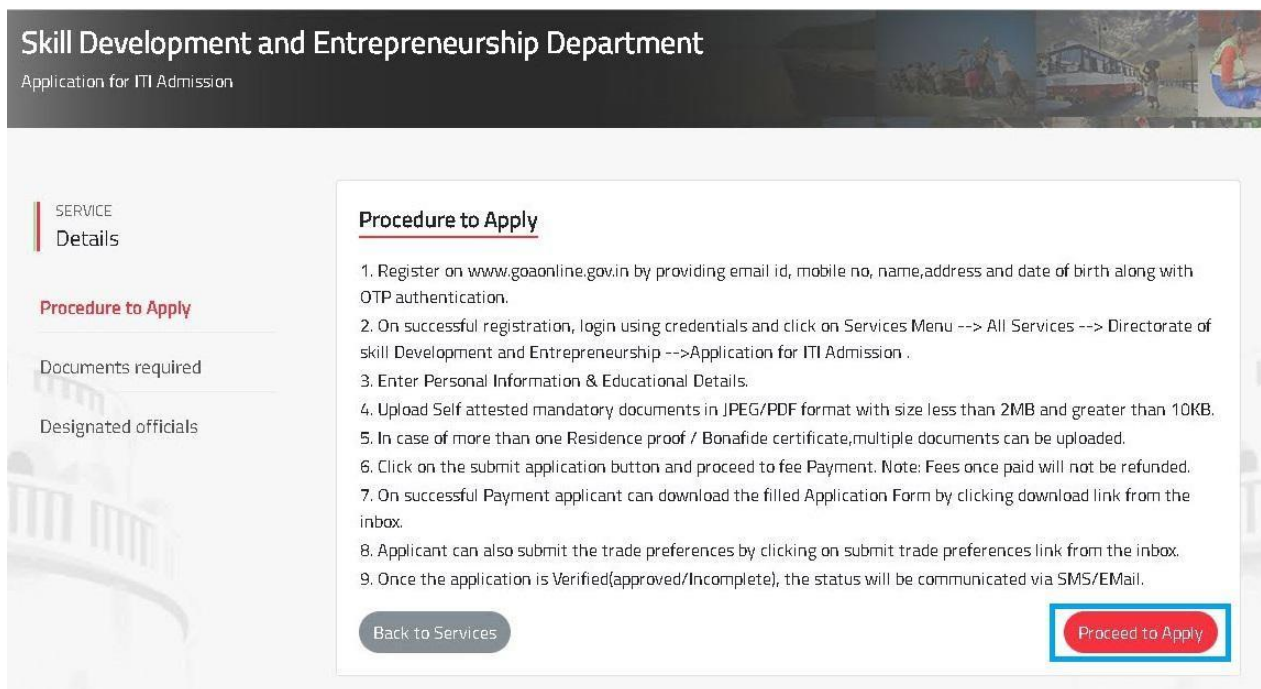
Visit the website of Directorate of Skill Development & Entrepreneurship (<https://dsde.goa.gov.in/>). To proceed with the application submission, Click on '**Apply Now**'.

## 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**.

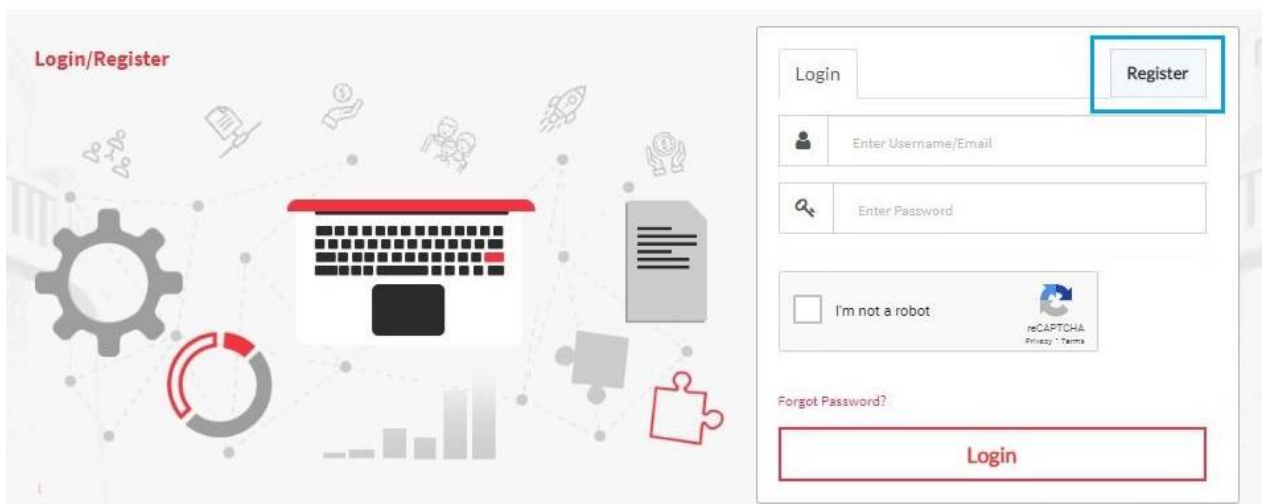


The screenshot shows the 'Login/Register' page with a decorative background of icons like a gear, laptop, bar chart, puzzle piece, and rocket. On the right, there are two tabs: 'Login' and 'Register'. The 'Login' tab is active, and its form is highlighted with a blue border. The form contains fields for 'Enter Username/Email' and 'Enter Password', a reCAPTCHA 'I'm not a robot' checkbox, a 'Forgot Password?' link, and a 'Login' button. The 'Register' tab is also visible but not highlighted.

**Fig 2**

### Step 3b:

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

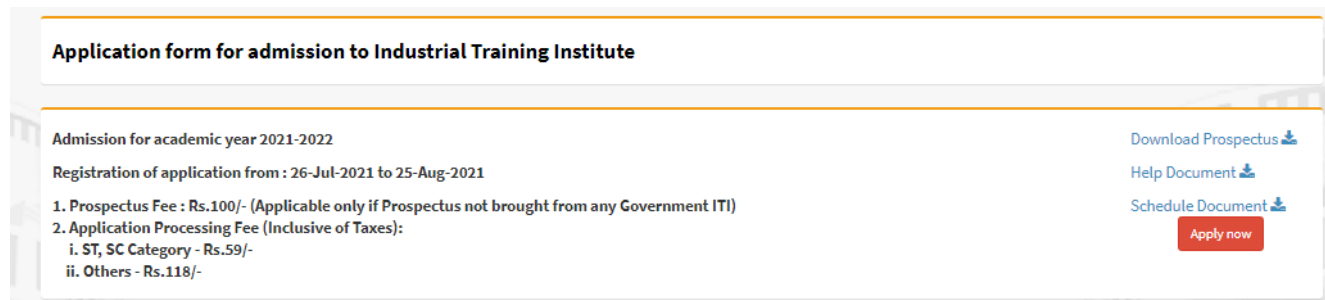


The screenshot shows the same 'Login/Register' page. In this view, the 'Register' tab is highlighted with a blue border, indicating it is the active form for new users. The 'Login' tab is still visible but not highlighted. The background and other elements remain the same as in Fig 2.

**Fig 3**

## Step 4:

Click on **Apply Now**.



**Application form for admission to Industrial Training Institute**

Admission for academic year 2021-2022

Registration of application from : 26-Jul-2021 to 25-Aug-2021

1. Prospectus Fee : Rs.100/- (Applicable only if Prospectus not brought from any Government ITI)

2. Application Processing Fee (Inclusive of Taxes):

i. ST, SC Category - Rs.59/-

ii. Others - Rs.118/-

[Download Prospectus](#)

[Help Document](#)

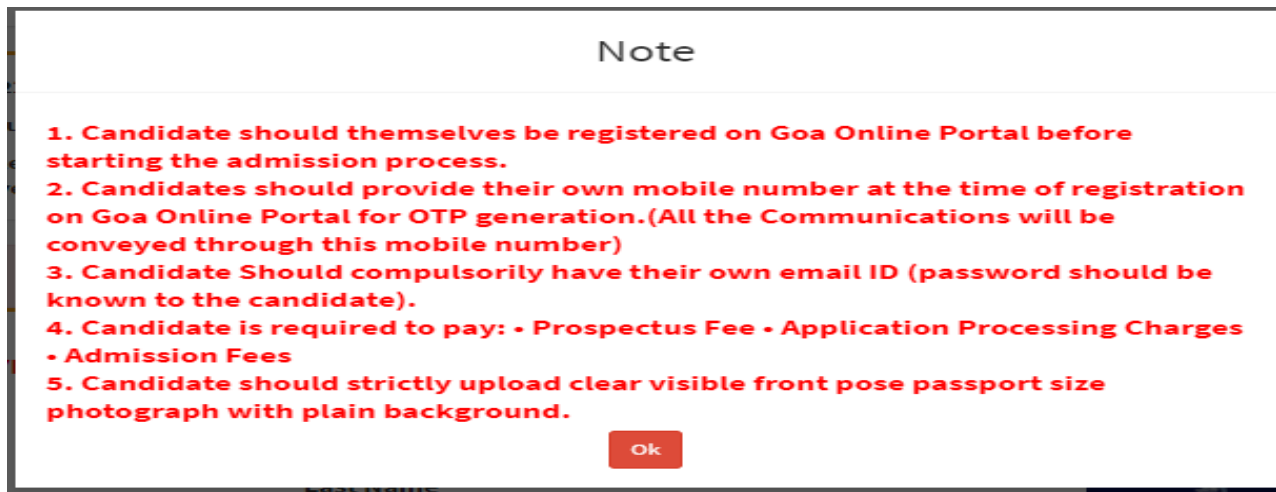
[Schedule Document](#)

**Apply now**

**Fig 4**

## Step 4a:

Click On Ok to move further



**Note**

1. Candidate should themselves be registered on Goa Online Portal before starting the admission process.
2. Candidates should provide their own mobile number at the time of registration on Goa Online Portal for OTP generation. (All the Communications will be conveyed through this mobile number)
3. Candidate Should compulsorily have their own email ID (password should be known to the candidate).
4. Candidate is required to pay: • Prospectus Fee • Application Processing Charges • Admission Fees
5. Candidate should strictly upload clear visible front pose passport size photograph with plain background.

**Ok**

## 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)**

Applicants Mobile Number and Email Address is editable.

**Personal Information** Click here to hide/show

**\* Name of the candidate (As per VIII/SSC Marksheet)**

<b>Title*</b> <input type="text" value="KUMARI."/>	<b>First Name*</b> <input type="text" value="CFEASASA"/>	<b>Upload Passport size photo*</b> <small>*Formats allowed are JPEG, PNG, JPG (Greater than 40kb n less than 200kb)</small>  <input type="button" value="Choose File"/> NO FILE CHOSEN <input type="button" value="Upload"/>
<b>Middle Name</b> <input type="text" value="DSDDDDDFDF"/>	<b>Last Name*</b> <input type="text" value="SDSDGH"/>	
<b>Full Name of Father/ Guardian*</b> <input type="text" value="AADDXX"/>	<b>Full Name of Mother*</b> <input type="text" value="GHTG"/>	
<b>Father's Occupation*</b> <input type="text" value="NJSK"/>	<b>Mother's Occupation*</b> <input type="text" value="SD"/>	
<b>Date of Birth*</b> <input type="text" value="10-JUL-2007"/>	<b>Candidate's Mobile*</b> <input type="text" value="44534534534"/>	<b>E-mail Address*</b> <input type="text" value="DJOSHI070@GMAIL.COM"/>
<b>Gender*</b> <input type="text" value="MALE"/>	<b>Marital Status*</b> <input type="text" value="MARRIED"/>	<b>Religion*</b> <input type="text" value="HINDUISM"/>
<b>Caste Certificate No.*</b> <input type="text"/>	<b>Caste Certificate issue date</b> <input type="text"/>	<input type="button" value="Verify Caste Certificate"/>

☒ **Person with Disability**  
☒ **Economically Weaker Section**

**Special Category**

**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).

<b>Gender*</b> <input type="text" value="--Select--"/>	<b>Marital Status*</b> <input type="text" value="--Select--"/>	<b>Religion*</b> <input type="text" value="--Select--"/>	<b>Category*</b> <input type="text" value="SCHEDULED CASTES"/>
<b>Caste Certificate No.*</b> <input type="text"/>	<b>Caste Certificate issue date</b> <input type="text"/>	<input type="button" value="Verify Caste Certificate"/>	

**Fig 6**

### Step 6:

Select appropriate 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.**

☐ Person with Disability  
☐ Economically Weaker Section

Permanent Address

Address\*

Special Category

--SELECT--

--SELECT--

CHILDREN OF AFRICAN REPATRIATES

CHILDREN OF FREEDOM FIGHTERS

CHILDREN OF GOVERNMENT EMPLOYEES

WARDS OF DEFENSE PERSONNEL

**Fig 7**

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

- Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.**
- Children of Ex-servicemen**
- Children of serving Jawans**
- Children of serving officers**
- Ex-Servicemen**

Special Category

WARDS OF DEFENSE PERSONNEL

Defense Personnel\*

--Select--

--Select--

CHILDREN OF DECEASED/DISABLED EX-SERVICEMEN,INCLUDING THOSE KILLED/DISABLED DURING PEACETIME

CHILDREN OF EX-SERVICEMEN

CHILDREN OF SERVING JAWANS

CHILDREN OF SERVING OFFICERS

EX-SERVICEMEN

District\*

Taluka\*

Village\*

Pincode\*

**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.

Permanent Address

Flat No./House No.

Waddo/Ward\*

Street Name/Landmark

State\*

GOA

District\*

--Select--

Taluka\*

--Select--

Village\*

--Select--

Pincode\*

☐ Correspondence Address is same as Permanent Address

Correspondence Address

Flat No./House No.

Waddo/Ward\*

Street Name/Landmark

State\*

--Select--

District\*

--Select--

Taluka\*

--Select--

Village\*

--Select--

Pincode\*

**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.

Do you have 10 years continuous domicile / residence proof in Goa preceding the date of application ?\*

YES

Residence Proof documents\* (All Documents are not mandatory. Any document proving 10 years continuous domicile / residence in Goa to be tick marked.)

☐ GAP certificate issued by Notary /Break Certificate from Mamladar

☐ School/Institute/College Leaving Certificate

☐ Bonafide Certificate

☐ Residence Certificate for minimum period of 10 years

☐ Transfer/Migration Certificate

☐ Others

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).

Residence Proof documents\* (All Documents are not mandatory. Any document proving 10 years continuous domicile / residence in Goa to be tick marked.)

☐ GAP certificate issued by Notary /Break Certificate from Mamladar

☐ School/Institute/College Leaving Certificate

☐ Bonafide Certificate

☒ Residence Certificate for minimum period of 10 years

☐ Transfer/Migration Certificate

☐ Others

Residence Certificate No.\*

Residence Certificate issue date

Verify Residence Certificate

Fig 11

### Step 8b:

***If NO***, the following note will be displayed.

Do you have 10 years continuous domicile / residence proof in Goa preceding the date of application ?\*

NO

\* As you are not able to produce the document indicating last 10 years continuous domicile / residence proof in Goa preceding the date of application, your admission is subject to availability of the vacant seats after completion of all the admission rounds. It is important to note that your name will not be considered during generation of All Goa Merit List.

Fig 12

### Step 8c:

**Income Details**, to be filled with dropdown values

- A) **Income certificate (income less than 3 lakh)**
- B) **BPL/AYY Ration card**
- C) **Not applicable.**

If income certificate OR BPL/AYY Ration card is selected respective document needs to be upload.

**Fig 13**

### 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.**

**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)**

#### Parent's Contact Details

Mobile No.\*

Office Address (if any)

Office Phone No.

**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 8<sup>th</sup> Std as the minimum qualification, then select **8<sup>th</sup> Pass**.

Similarly, if the student wishes to apply for trades which require 10<sup>th</sup> Std as the minimum qualification, then select **10<sup>th</sup> Pass**.

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



The screenshot shows a web form titled "Education Details" with a "Click here to hide/show" link. Below the title is a section for "Educational Qualifications (Minimum Qualifying Examination)". The "Education Qualification\*" dropdown menu is open, showing four options: "--Select--", "8TH PASS (ELIGIBLE FOR 8TH PASS TRADES)", "10TH PASS (ELIGIBLE FOR 10TH PASS TRADES)", and "8TH & 10TH PASS(BOTH)(ELIGIBLE FOR 8TH & 10TH PASS TRADES)". The "8TH PASS (ELIGIBLE FOR 8TH PASS TRADES)" option is highlighted in blue. To the right of the dropdown, a list of trades is visible: "Welder(Fabrication & Fitting), Sewing Technology (NSQF), Garment and Sales Assistant, Driver Cum".

**Fig 16**

### Step 12a:

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

Education Qualification\*

8TH PASS (ELIGIBLE FOR 8TH PASS TRADES) ▼

Trades available for 8th Pass Qualification

Wireman, Welder, Carpenter, Plumber, Welder(Fabrication & Fitting), Garment and Sales Asst., Driver cum Mechanic(LMV)

Fig 17

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

Kindly verify Grade Point system with your school.

Grade Point System\*

--Select-- ▼

--Select--

5 POINT (A, B, C, D, E)

5 POINT (A+, A, B+, B, C)

7 POINT (A, B, C, D, E, F, G)

9 POINT (A, B, C, D, E, F, G, H, I)

Fig 18

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

Grade obtained in			
English (1st Language)	Hindi (2nd Language)	Marathi / Konkani / Sanskrit (3rd Language)	M
A ▼	A ▼	B ▼	A+
--Select--			
A			
A+			
B			
B+			
C			

college attended

Fig 19

## Step 12b:

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

**Education Qualification\***

10TH PASS (ELIGIBLE FOR 10TH PASS TRADES) ▼

**Trades available 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 available 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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 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.)

Mode of Training\*

OPEN SCHOOL

Total Marks Obtained	Maximum Marks	% of Marks Obtained	Marks Obtained in						No. of Attempts #
			Mathematics		Science		English		
			Marks	Out Of	Marks	Out Of	Marks	Out Of	

# In case the No. of Attempts is more than one, corresponding marksheets needs to be uploaded.  
 # In case of candidates passing in multiple attempts, latest passing marks of that particular subject to be entered and accordingly final total should be calculated and entered.

Fig 23

### Step 12c:

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

Education Qualification\*

8TH & 10TH PASS(BOTH)(ELIGIBLE FOR 8TH & 10TH)

**Trades available 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 available 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

**Trades available for 8th Pass Qualification**  
 Wireman, Welder, Carpenter, Plumber, Welder(Fabrication & Fitting), Garment and Sales Asst., Driver cum Mechanic(LMV)

Fig 24

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

The screenshot shows two sections of a form. The first section, titled '8th Details', contains a red instruction: 'Kindly verify Grade Point system with your school.' Below this is a dropdown menu labeled 'Grade Point System\*' with a '--Select--' option. The second section, titled '10th Details', contains a red instruction: '\* In case you have not opted for Mathematics or Science or both in 10th, kindly leave the field blank or enter 0.' Below this is a dropdown menu labeled 'Mode of Training\*' with a '--Select--' option.

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 Trade Preference section** to proceed.

The screenshot shows a form titled 'Undertaking by Candidate'. It contains three input fields: 'Address of the last School / College attended', 'Name of last School / College attended', and 'Year of Passing' (a dropdown menu with a '--Select--' option). Below these fields are several lines of text, including a red instruction: '\* Application with incomplete information and without self-attested copies of necessary certificates will lead to disqualification and may not be considered.' and another red instruction: '\* 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.' There is a checkbox with a blue checkmark, followed by the text: '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.' Below this are several lines of text, including: '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.' At the bottom of the form is a red button labeled 'PROCEED TO TRADE PREFERENCE SECTION'.

Fig 26

## Step 14:

This is the section where you will have to fill trade preferences based on selected **Education Qualification**

*If selected as 8<sup>th</sup> pass below trade preference should be filled*

Trade Preference Details

Click here to hide/show

Education : [\[View Seats Available\]](#)

\* DST: Dual System of Training. Under DST theoretical training is imparted through ITIs and practical training is imparted through the industry.

\* Minimum 3 preferences are required to be selected for each 8th & 10th trades if applicable.

\* Atleast 1 preference is required to be selected for 12th trade if applicable.

# There are no seats available currently in the selected trade and ITI, however seat might get vacant in the next round.

8th Trade Preference Details

Preference. No.	Industrial Training Institute	Trade	Seats Available	Action
1	--Select ITI--	--Select Trade--		
2	--Select ITI--	--Select Trade--		
3	--Select ITI--	--Select Trade--		

<< 1 >>

PROCEED TO DOCUMENT UPLOAD

Fig 27

*If selected as 10<sup>th</sup> pass below trade preference should be filled*

Trade Preference Details

Click here to hide/show

Education : [\[View Seats Available\]](#)

\* DST: Dual System of Training. Under DST theoretical training is imparted through ITIs and practical training is imparted through the industry.

\* Minimum 3 preferences are required to be selected for each 8th & 10th trades if applicable.

\* Atleast 1 preference is required to be selected for 12th trade if applicable.

# There are no seats available currently in the selected trade and ITI, however seat might get vacant in the next round.

10th Trade Preference Details

Preference. No.	Industrial Training Institute	Trade	Seats Available	Action
1	--Select ITI--	--Select Trade--		
2	--Select ITI--	--Select Trade--		
3	--Select ITI--	--Select Trade--		

<< 1 >>

PROCEED TO DOCUMENT UPLOAD

Fig 28

*If selected as 8<sup>th</sup> & 10<sup>th</sup> pass below trade preference should be filled*

**Trade Preference Details**
[Click here to hide/show](#)

**Education :** [\[View Seats Available\]](#)

*\* **DST: Dual System of Training.** Under **DST** theoretical training is imparted through ITIs and practical training is imparted through the industry.*

*\* Minimum 3 preferences are required to be selected for each 8th & 10th trades if applicable.*

*\* Atleast 1 preference is required to be selected for 12th trade if applicable.*

*# There are no seats available currently in the selected trade and ITI, however seat might get vacant in the next round.*

**8th Trade Preference Details**

Preference. No.	Industrial Training Institute	Trade	Seats Available	Action
1	--Select ITI--	--Select Trade--		
2	--Select ITI--	--Select Trade--		
3	--Select ITI--	--Select Trade--		

<< < 1 > >>

**10th Trade Preference Details**

Preference. No.	Industrial Training Institute	Trade	Seats Available	Action
1	--Select ITI--	--Select Trade--		
2	--Select ITI--	--Select Trade--		
3	--Select ITI--	--Select Trade--		

<< < 1 > >>

PROCEED TO DOCUMENT UPLOAD

**Fig 29**

After filling all **trade preferences** needs to click on **Proceed to Document Upload**

## Step 15:

This is the section where you will have to upload **Mandatory List of Documents** as shown in **Fig 30**.

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**.

## Attach/Upload Supporting Documents

Document Type \*

Choose One

Choose One

Birth Proof

Signature

Aadhaar card

Statement of Marks(8th pass)

Statement of Marks(10th pass)-Final Attempt

Residence Proof(GAP/Break certificate)

Leaving Certificate

Statement of Marks(10th pass)-1st Attempt

Statement of Marks(10th pass)-2nd Attempt

Statement of Marks(10th pass)-3rd Attempt

Statement of Marks(10th pass)-4th Attempt

Statement of Marks(10th pass)-5th Attempt

Statement of Marks(10th pass)-6th Attempt

Statement of Marks(10th pass)-7th Attempt

Statement of Marks(10th pass)-8th Attempt

Fig 30

### Step 16:

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

Nearest Government ITI \*

BICHOLIM GOVERNMENT ITI

\* Medical Certificate to be submitted during time of admission.

SUBMIT & PROCEED TO PAY

Fig 31

## Step 17:

Click on ***Proceed to Pay***

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

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**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

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[Proceed to pay Rs. 926](#) [Cancel](#)

**Fig 32**

## Step 18:

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***.

