

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.

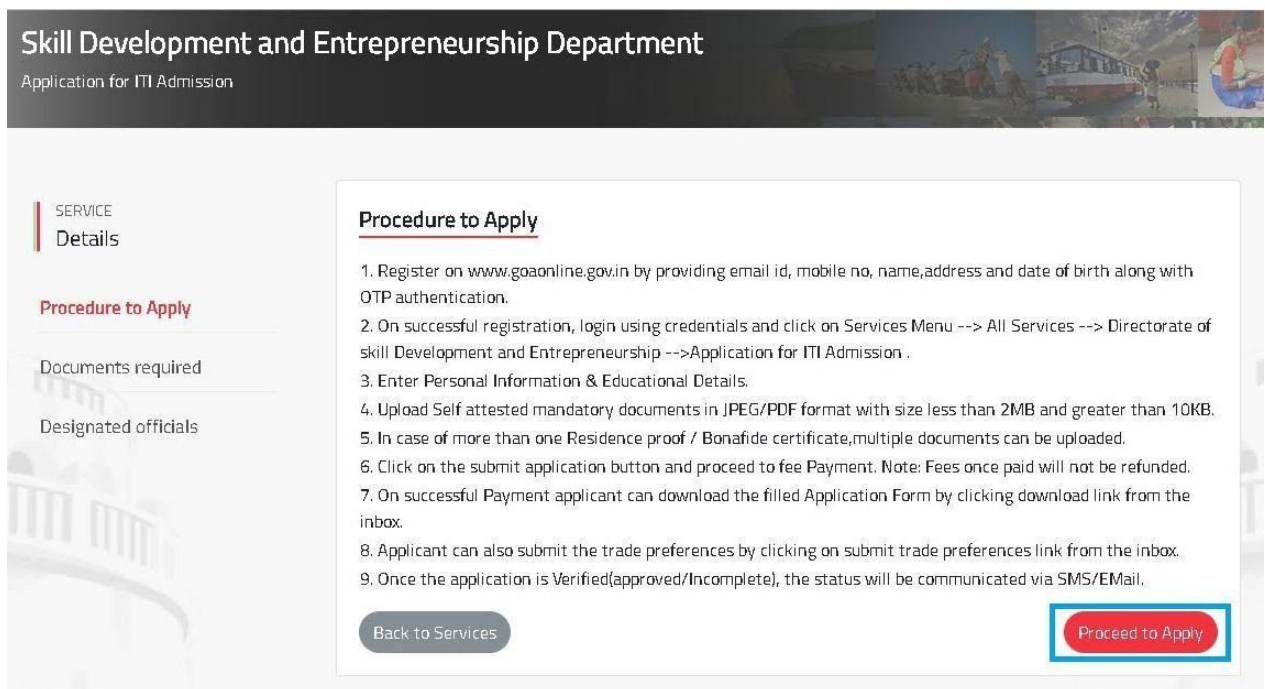


Fig 1

Step 3:

Step 3a:

For registered users on GoaOnline, enter the ***Username, Password*** and click on ***Login*** as shown in **Fig 2**.

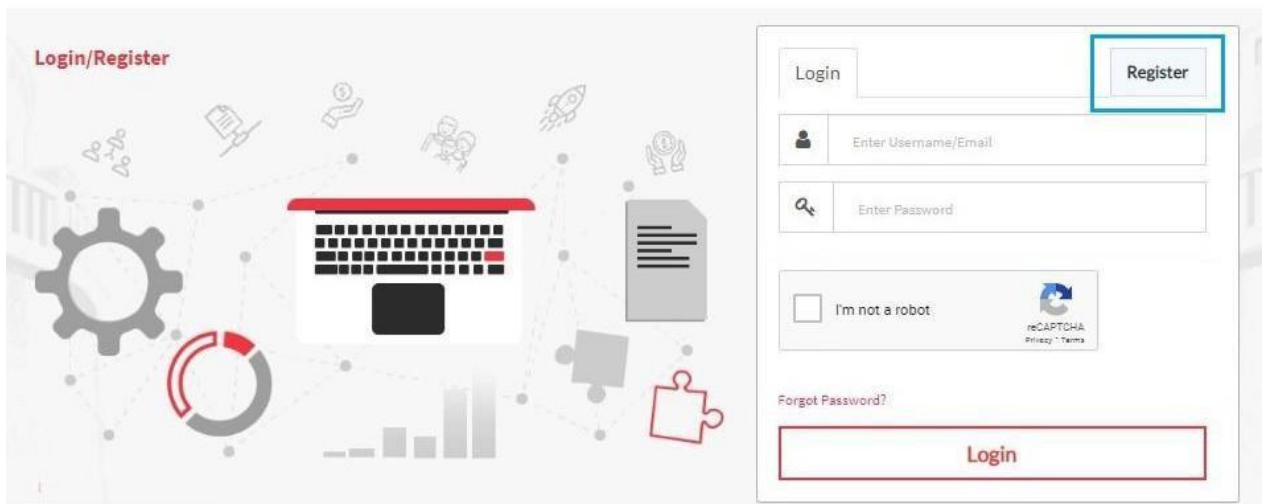


The screenshot shows the 'Login/Register' page. On the left is a decorative background with icons like a gear, a laptop, a bar chart, and a puzzle piece. On the right is the login/register form. The form has two tabs: 'Login' and 'Register'. The 'Login' tab is selected. Below the tabs are two input fields: 'Enter Username/Email' and 'Enter Password'. Below these fields is a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo. Below the checkbox is a link 'Forgot Password?'. At the bottom of the form is a large red button labeled 'Login'. The entire login form area is highlighted with a blue border.

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 'Login/Register' page. On the left is a decorative background with icons like a gear, a laptop, a bar chart, and a puzzle piece. On the right is the login/register form. The form has two tabs: 'Login' and 'Register'. The 'Register' tab is selected and highlighted with a blue border. Below the tabs are two input fields: 'Enter Username/Email' and 'Enter Password'. Below these fields is a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo. Below the checkbox is a link 'Forgot Password?'. At the bottom of the form is a large red button labeled 'Login'.

Fig 3

Step 4:

Click on **Apply Now**.



Application form for admission to Industrial Training Institute

Admission for academic year: []

Registration of application from: [] to []

1. Prospectus Fee : Rs. 000/- (Applicable only if Prospectus not brought from any Government ITI)

2. Application Processing Fee (Inclusive of Taxes):

I. ST, SC Category - Rs. 000/-

ii. Others - Rs. 000/-

Download Prospectus

Help Document

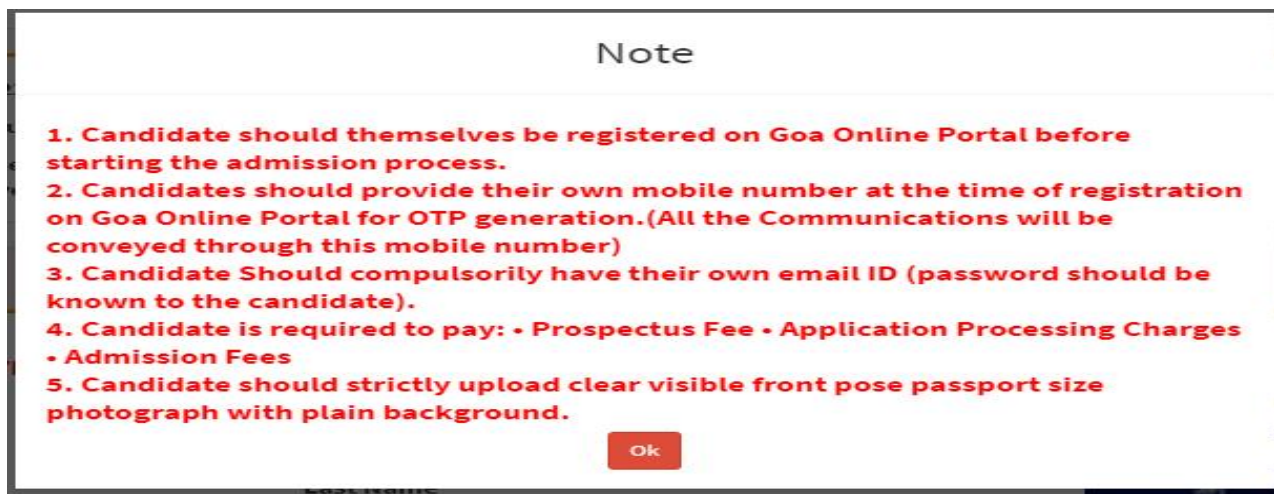
Schedule Document

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)**

Title* First Name*


Middle Name Last Name*

Full Name of Father/ Guardian* Full Name of Mother*

Father's Occupation* Mother's Occupation*

Date of Birth* Candidate's Mobile* Edit Aadhaar No. ☐ Aadhaar No. of Applicant*

E-mail Address*

Upload Passport size photo*
 * Formats allowed are JPEG, PNG, JPG (Greater than 10kb n less than 100kb)
 

Gender* Marital Status* Religion* Category*

☐ 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).

Gender* Marital Status* Religion* Category*

Caste Certificate No.* Caste Certificate issue date

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*

District*

Taluka*

Village*

Pincode*

GOA

--Select--

--Select--

--Select--

--Select--

☐ Correspondence Address is same as Permanent Address

Correspondence Address

Flat No./House No.

Waddo/Ward*

Street Name/Landmark

State*

District*

Taluka*

Village*

Pincode*

--Select--

--Select--

--Select--

--Select--

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 14

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 15

Step 11:

Once all the fields are entered and confirmed, click ***Proceed To Education Details.***

Fig 16



Step 12:

Select **Education Qualification** from the dropdown (**Fig 17**)

If the student wishes to apply for trades which require 8th Std as the minimum qualification, then select **8th Pass**.

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

If the student wishes to apply for both, 8th Std trades as well as 10th Std trades, Select **8th Pass and 10th Pass Both**. In such as case, the student's name will appear on both 8th as well as 10th 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)". A dropdown menu labeled "Education Qualification*" 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. In the background, a list of trades is visible, including "Welder(Fabrication & Fitting)", "Sewing Technology (NSQF)", "Garment and Sales Assistant", and "Driver Cum".

Fig 17

Step 12a:

If **8th 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 18

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 19

Select grades obtained in different subjects as shown in Fig 20.

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 20

Step 12b:

If **10th 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 21

Select **Mode of Training**.

Mode of Training*

--Select-- ▼

--Select--

C.B.S.E (CENTRAL BOARD OF SECONDARY EDUCATION)

ICSE

OPEN SCHOOL

S.S.C (STATE BOARD)

Fig 22

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 EDUCATION) ▼

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 23

If **ICSE** 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*

ICSE

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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 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 24

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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 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 25

Step 12c:

If **8TH pass and 10TH 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 26

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

8th Details

Kindly verify Grade Point system with your school.

Grade Point System*

--Select--

10th Details

* In case you have not opted for Mathematics or Science or both in 10th, kindly leave the field blank or enter 0.

Mode of Training*

--Select--

Fig 27

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.

Address of the last School / College attended

Name of last School / College attended

Year of Passing

--Select--

Undertaking by Candidate

* Application with incomplete information and without self-attested copies of necessary certificates will lead to disqualification and may not be considered.

* 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.

☒ 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.

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.

PROCEED TO TRADE PREFERENCE SECTION

Fig 28

Step 14:

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

If selected as 8th 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 29

If selected as 10th 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 30

If selected as 8th & 10th 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 31

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 32

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 33

Step 17:

Click on ***Proceed to Pay***

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

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

Proceed to pay Rs. 926

Cancel

Fig 34

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***.

