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.**

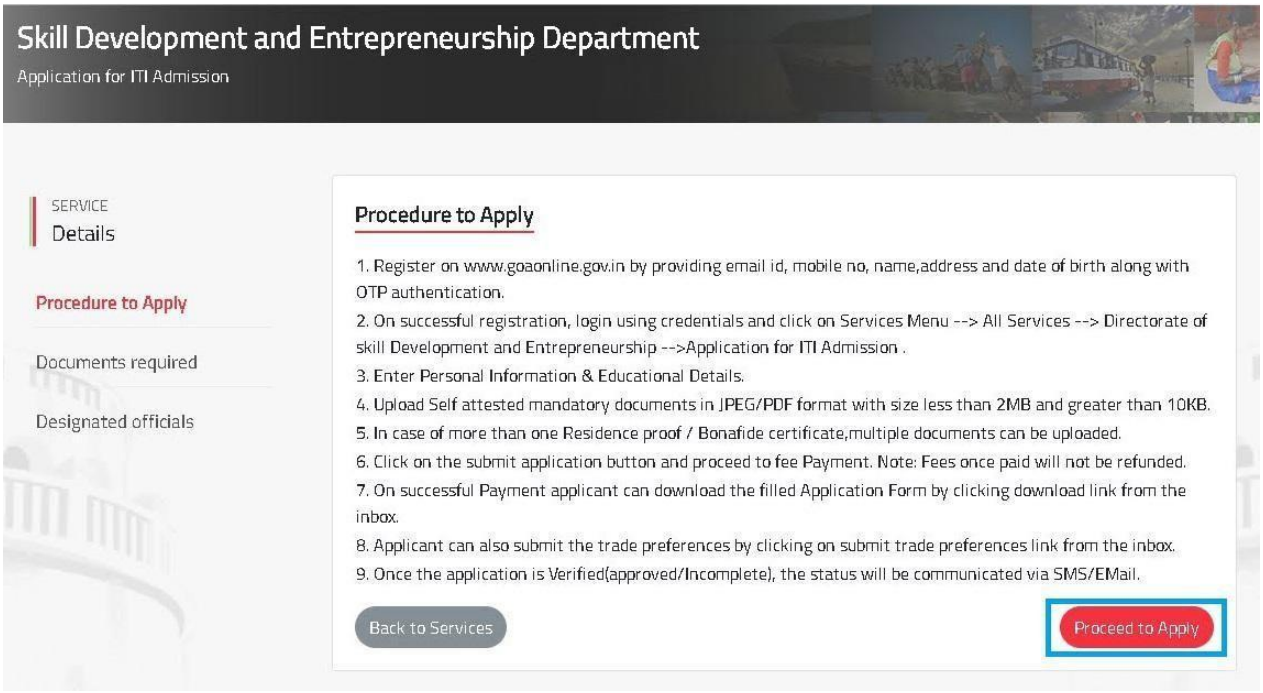


Fig 1

Step 3:

Step 3a:

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

Fig 2

Step 3b:

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

Fig 3

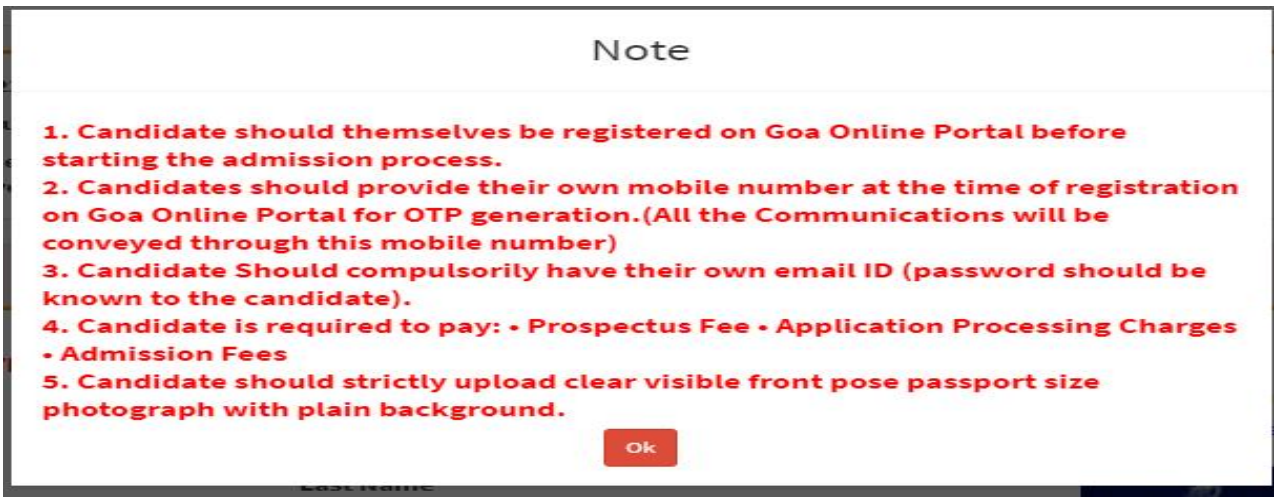
Step 4:

Click on ***Apply Now*** .

Fig 4

Step 4a:

Click On Ok to move further



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.

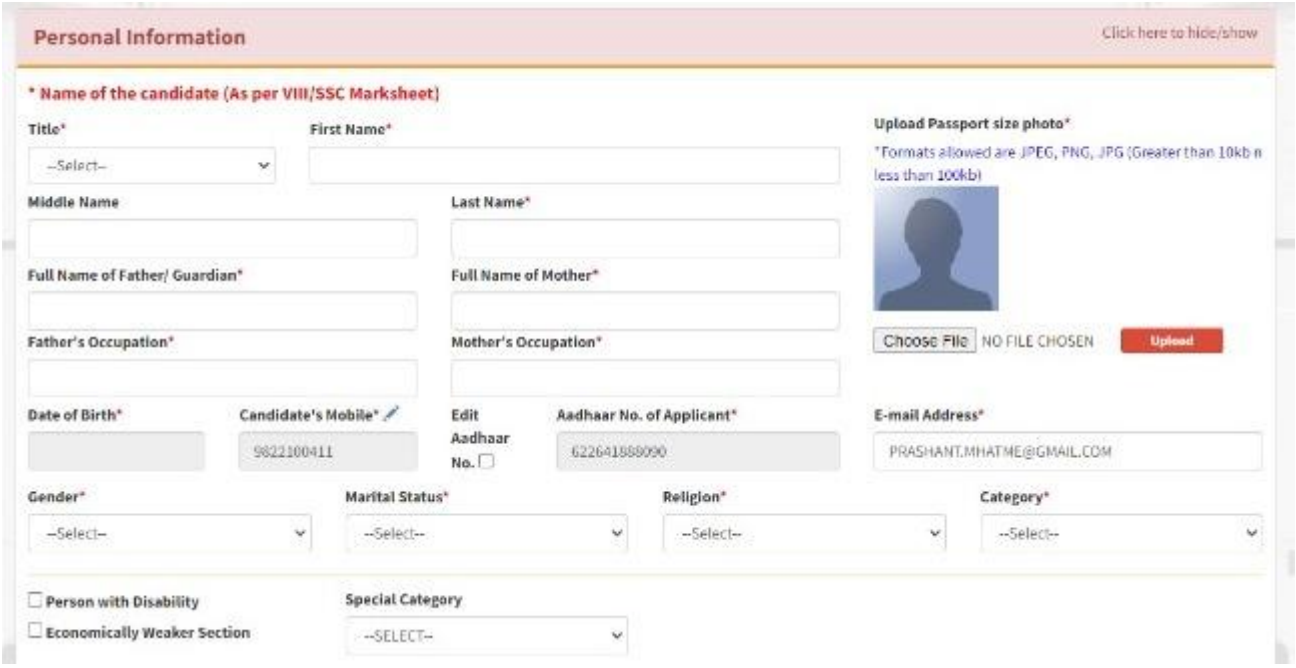


Fig 5

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).*

Fig 6

Step 6:

Select appropriare 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.***

Fig 7

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

a) Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.
b) Children of Ex-servicemen
c) Children of serving Jawans
d) Children of serving officers
e) Ex-Servicemen

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.

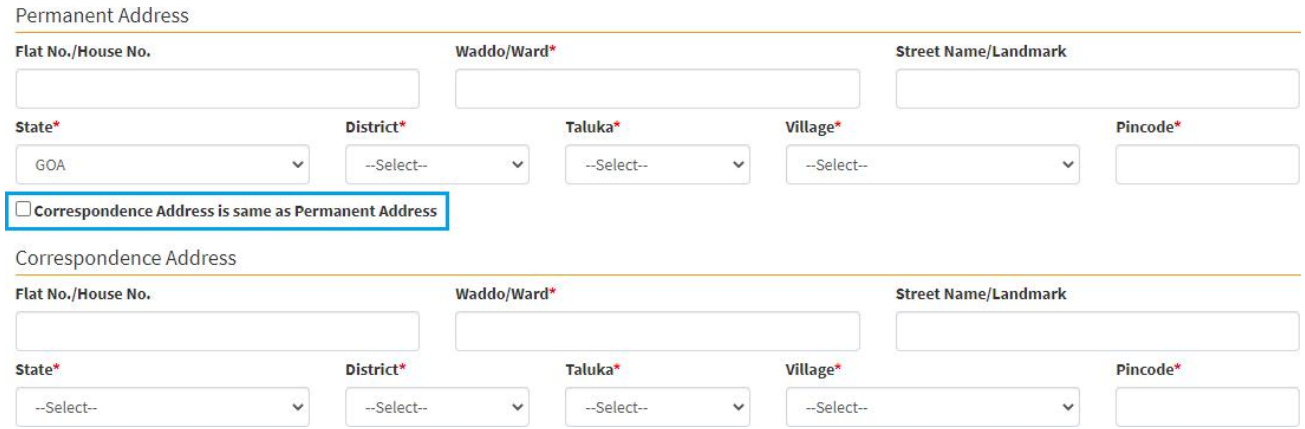


Fig 9

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.

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).*

Fig 11

Step 8b:

If NO, the following note will be displayed.

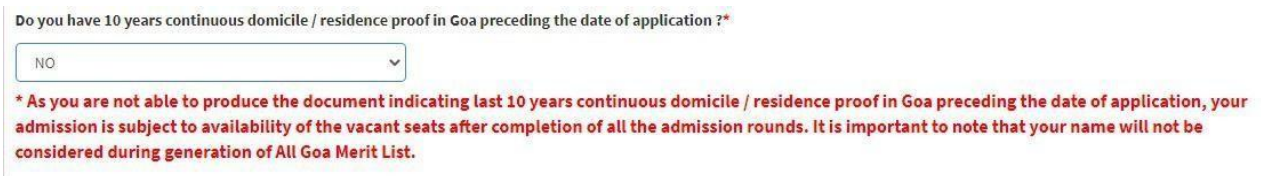


Fig 12

Step 8c:

Income Details, to befilled with dropdown values

A) Income certificate (income less than 3 lakh)

B) BPL/AYY Ration care

C) Not applicable.

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

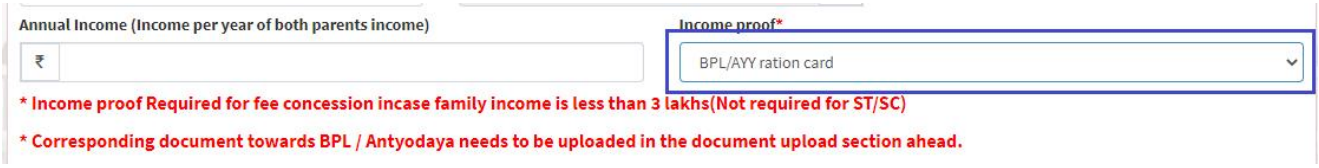


Fig 13

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**.

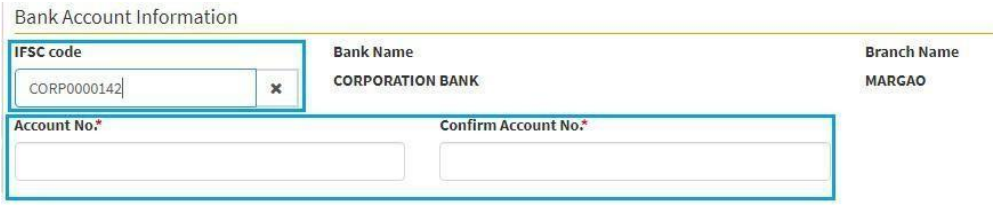


Fig 14

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)***

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.***

Similary, 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.

Fig 17

Step 12a:

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

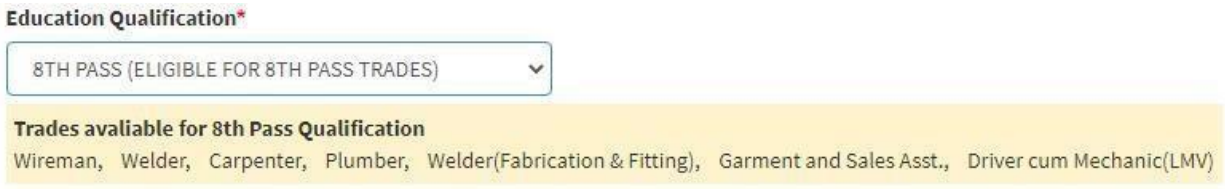


Fig 18

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

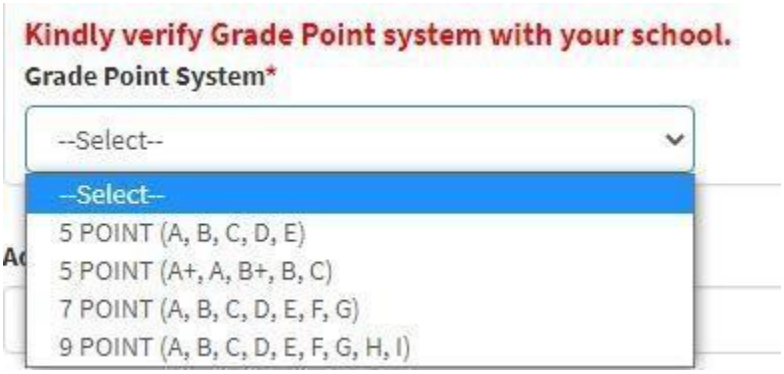


Fig 19

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

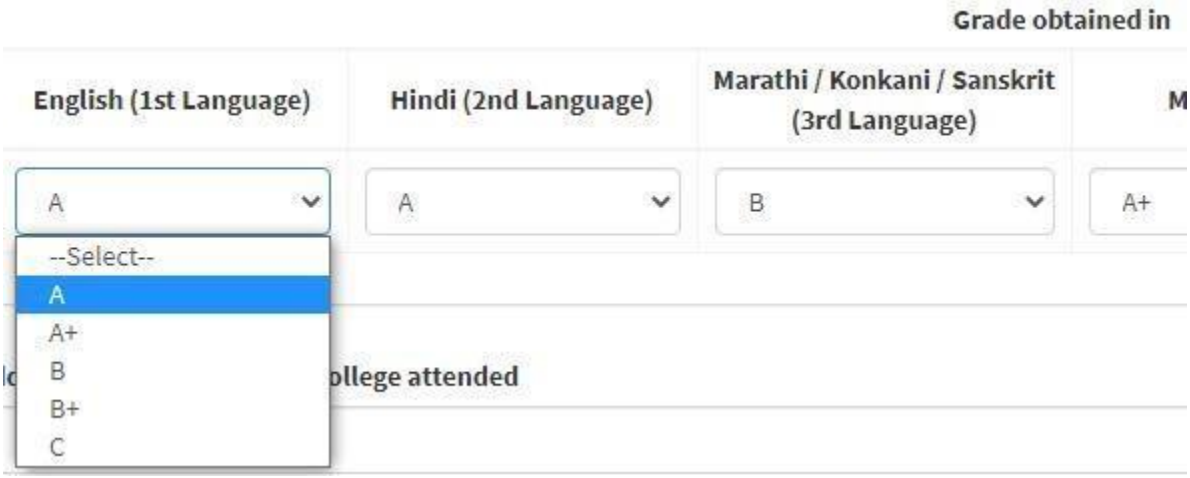


Fig 20

Step 12b:

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

Fig 21

Select ***Mode of Training*** .

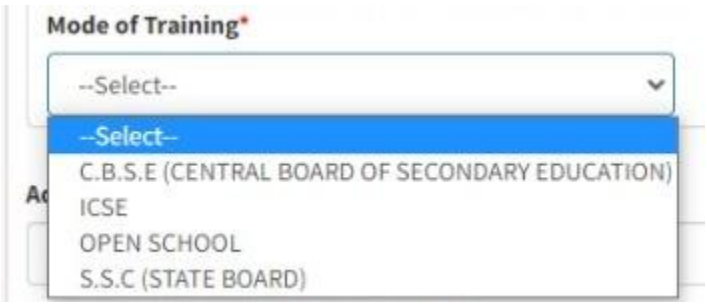


Fig 22

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.)

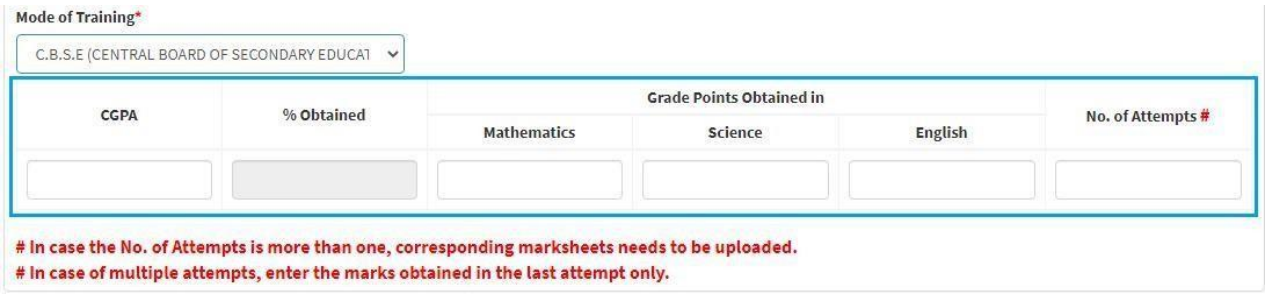


Fig 23

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.)

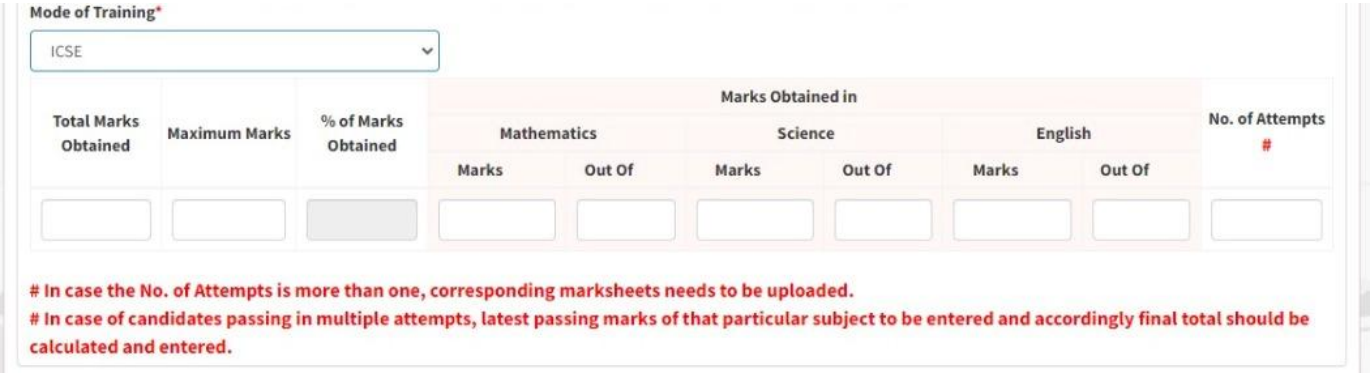


Fig 24

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.)

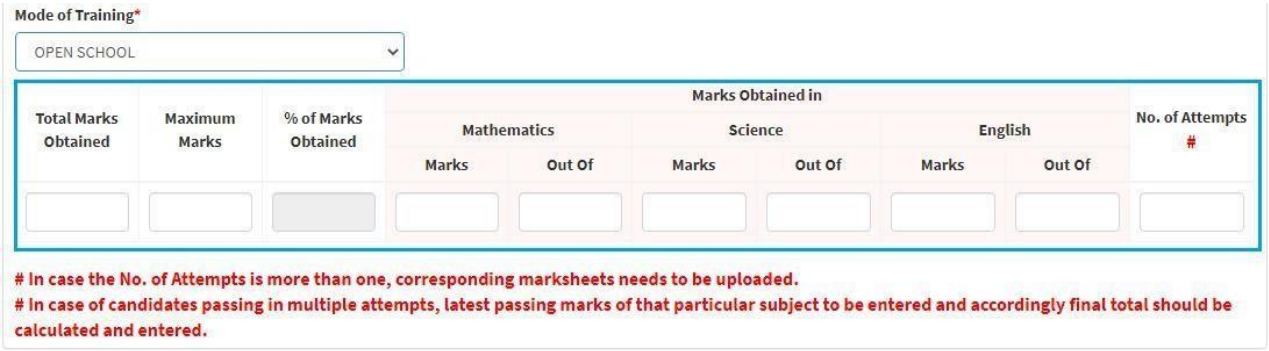


Fig 25

Step 12c:

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

Fig 26

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

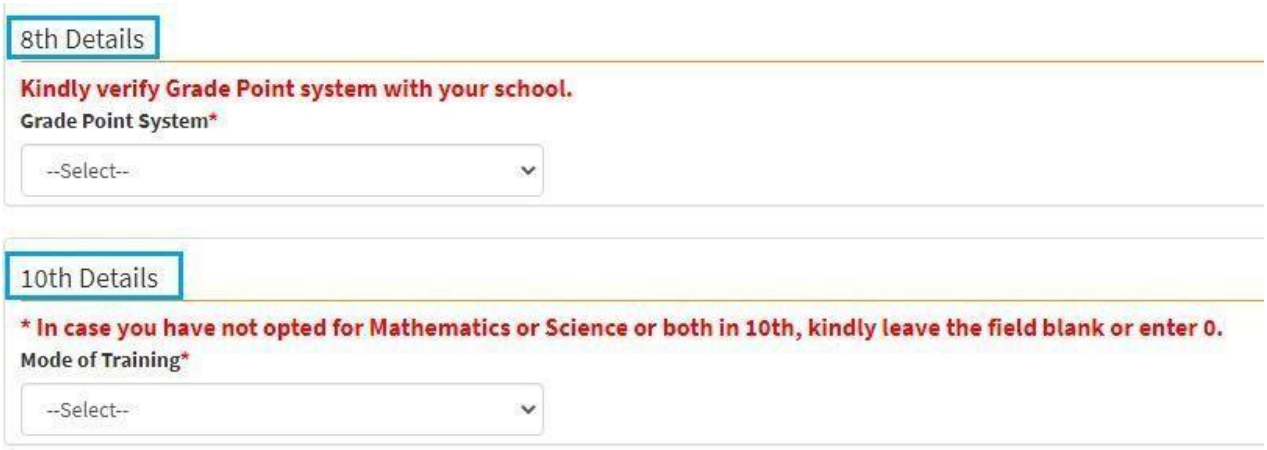


Fig 27

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.

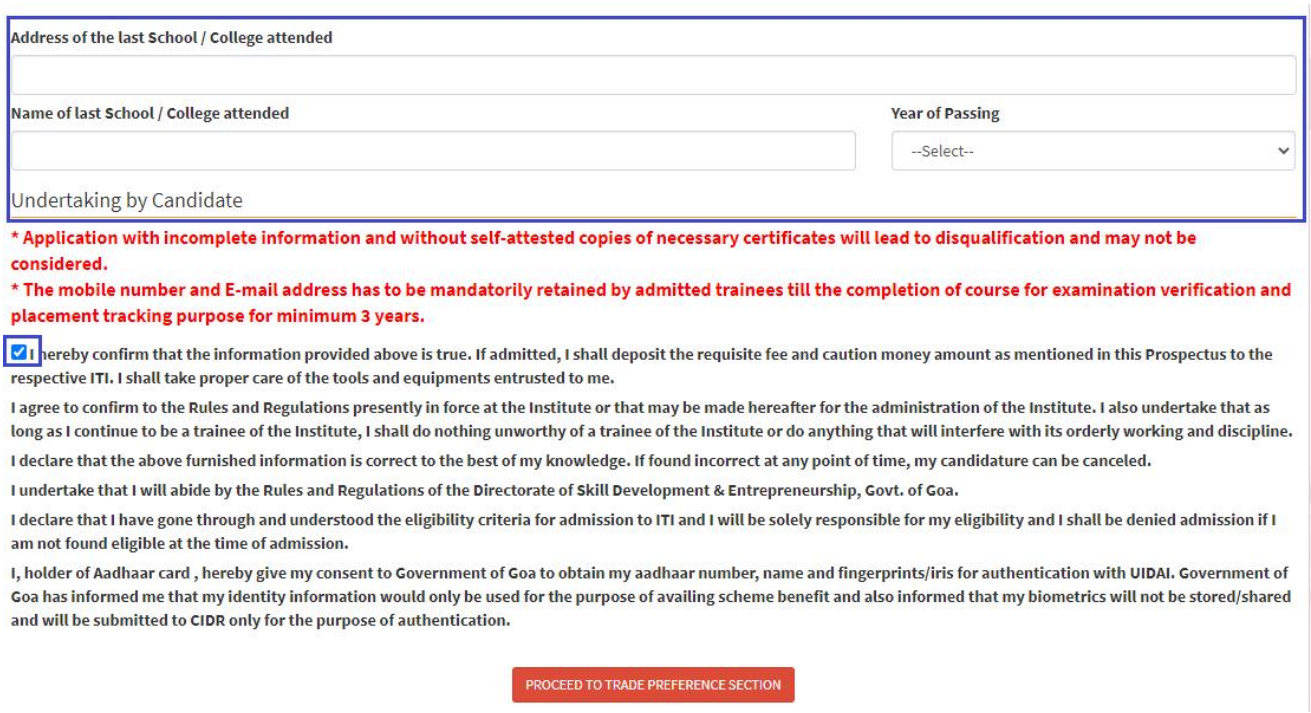


Fig 28

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*

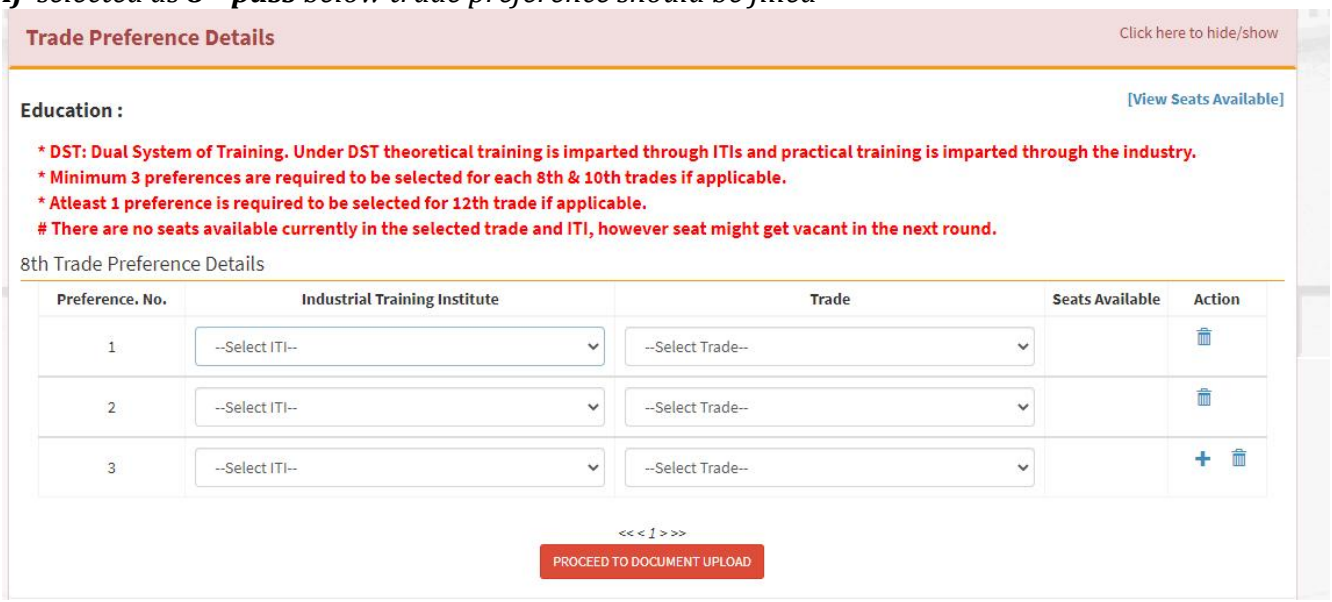


Fig 29

If *selected as* ***10th pass below*** *trade preference should be filled*

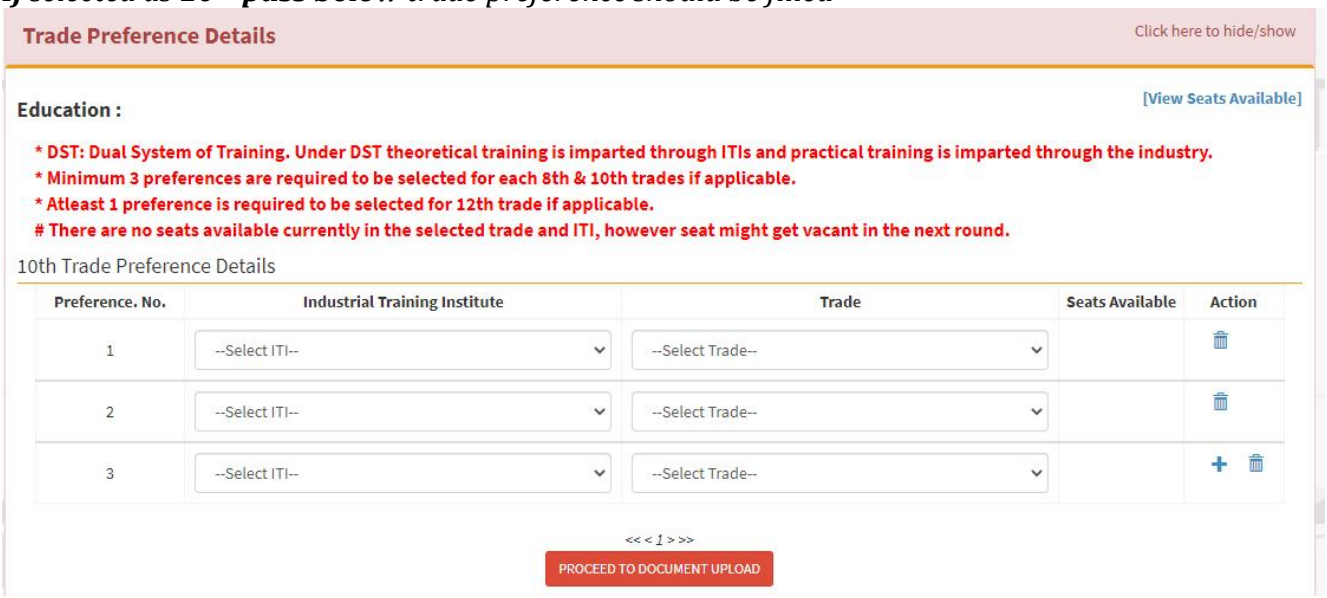


Fig 30

***If** selected as **8th &10th pass below** trade preference should be filled*

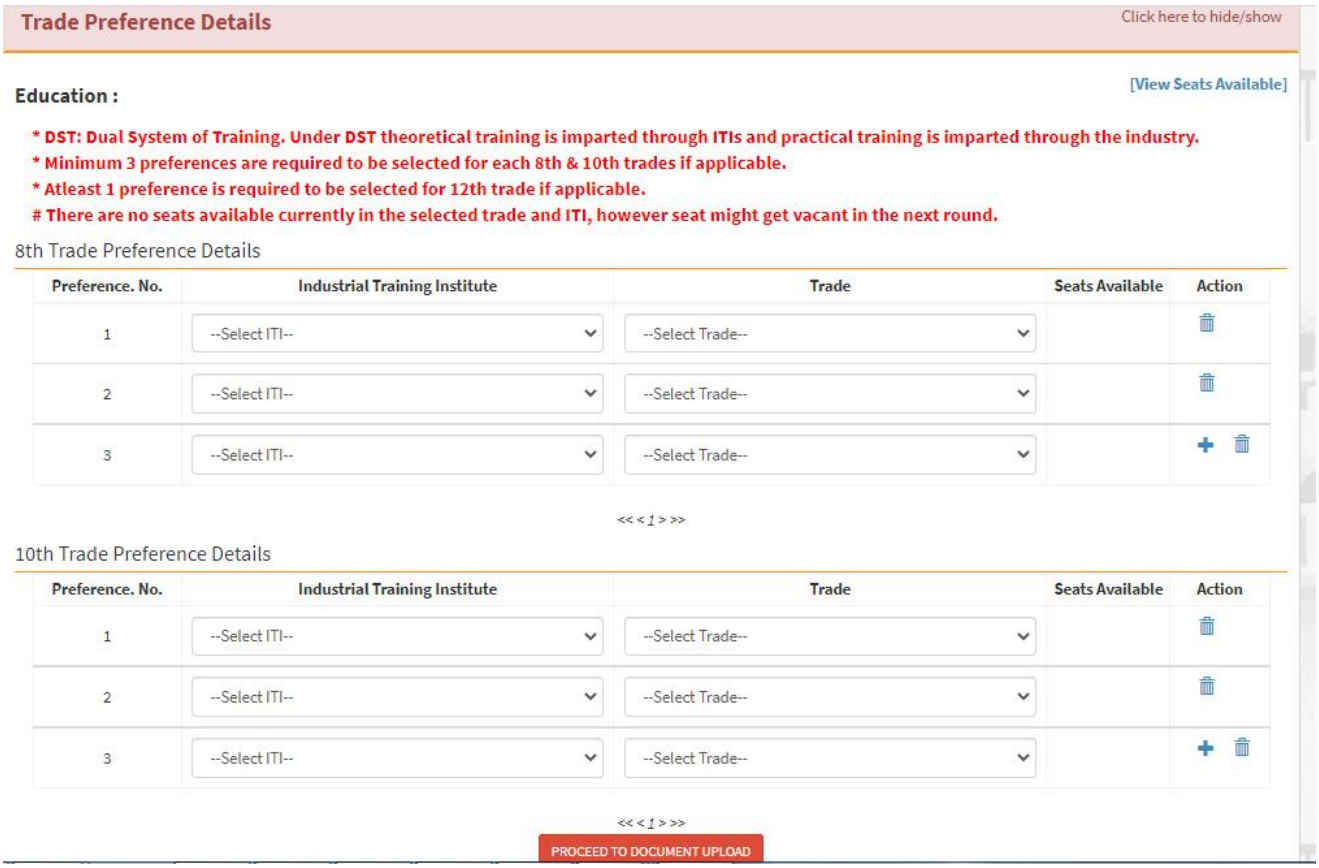


Fig 31

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***.

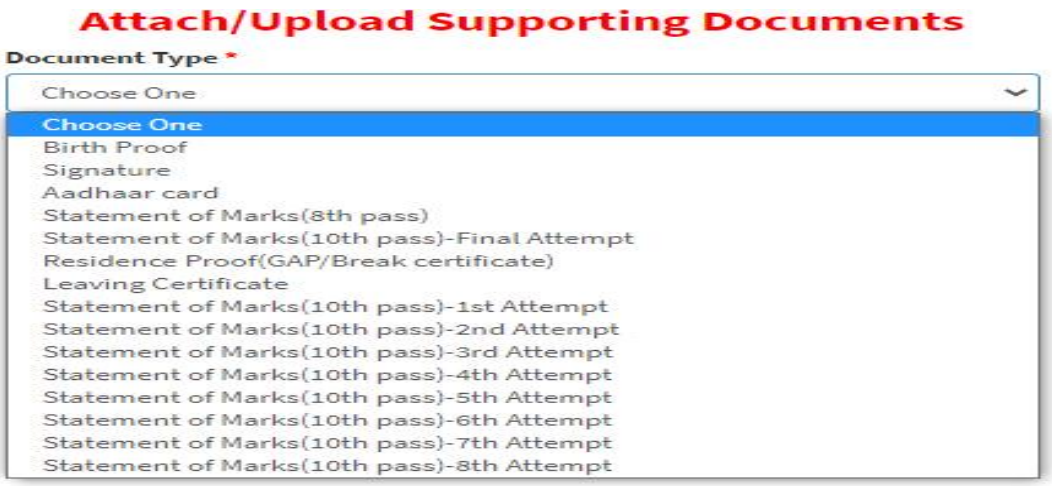


Fig 32

Step 16:

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

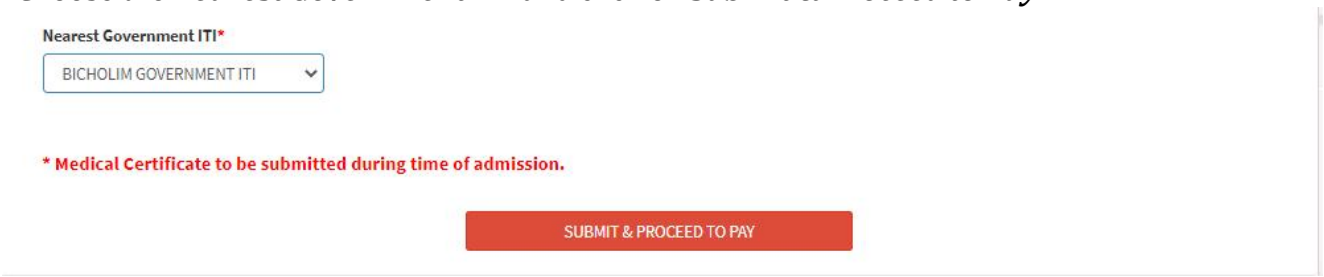


Fig 33

Step 17:

Click on ***Proceed to Pay***

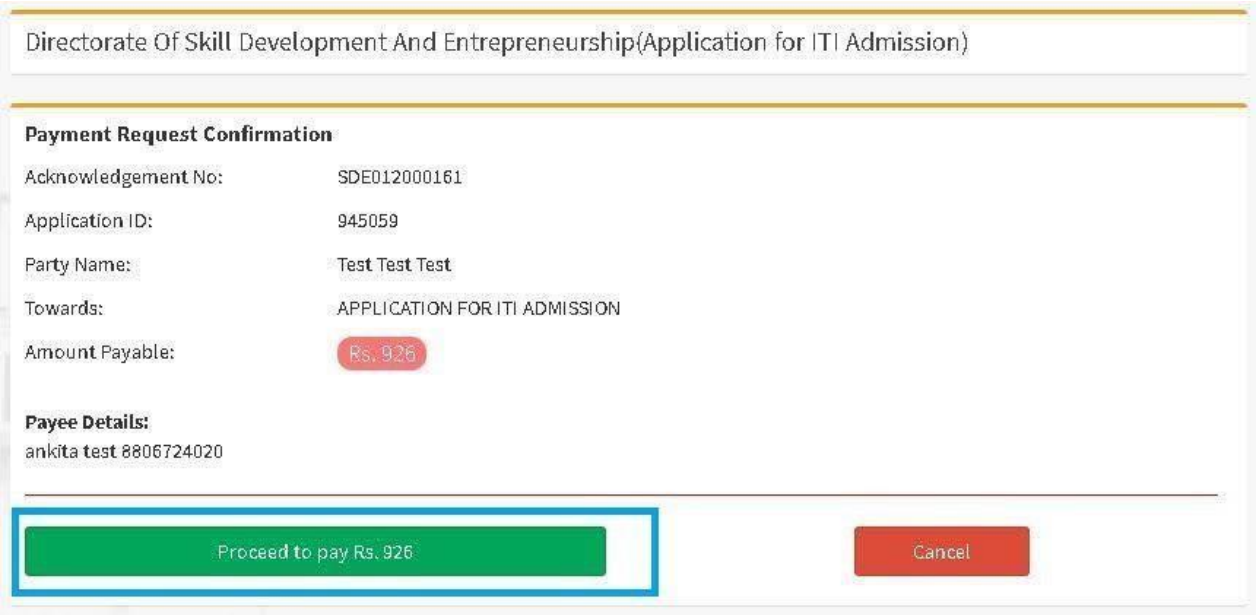


Fig 34

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.***