

User Manual For Admission to Industrial Training Institutes

Table of Contents

SR. No	Description	Page No.
1	Chapter - I: Application Form Filling	3 - 20
2	Chapter - II : Enrolment Form Filling	21 - 28

CHAPTER - I Application Form Filling

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**.

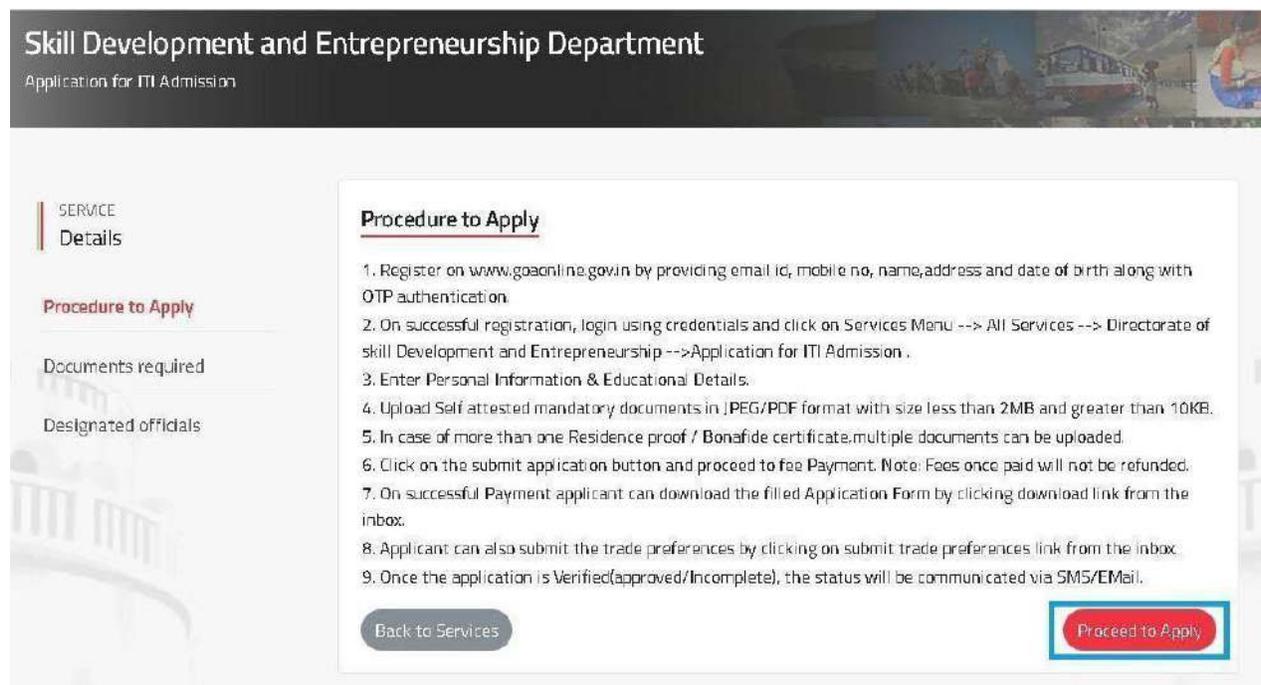


Fig 1

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**.



The screenshot shows a web form titled "Application form for admission to Industrial Training Institute". It includes fields for "Admission for academic year" and "Registration of application from" to "to". There are two main sections for fees: "1. Prospectus Fee : Rs. [redacted] - (Applicable only if Prospectus not brought from any Government ITI)" and "2. Application Processing Fee (Inclusive of Taxes):" with sub-items "i. ST, SC Category - Rs. [redacted]" and "ii. Others - Rs. [redacted]". On the right side, there are links for "Download Prospectus", "Help Document", and "Schedule Document", along with a red "Apply now" button.

Fig 4

Step 4a:

Click On Ok to move further



The screenshot shows a "Note" box with five numbered instructions in red text. At the bottom center, there is a red "Ok" button.

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.

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 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:-

- 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**

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--

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 a

Whether **you are an orphan** or not to be filled in the below provided dropdown by either selecting **yes** or **no**.

The screenshot shows a registration form with the following fields and values:

- Full Name of Father/ Guardian*: TEST
- Father's Occupation*: TEST
- Date of Birth*: 04-MAY-1994
- Candidate's Mobile*: 1234567890
- Full Name of Mother*: TEST
- Mother's Occupation*: TEST
- Edit Aadhaar No. Aadhaar No.: 123412341234
- E-mail Address*: TESTUSER@GOAELECTRONICS.CO.IN
- Gender*: MALE
- Marital Status*: UNMARRIED
- Religion*: HINDUISM
- Category*: GENERAL
- Person with Disability
- Economically Weaker Section
- Special Category: --SELECT--
- Are you an Orphan*: YES
- Name of the Institution*: TEST
- Self Declaration Format [Download](#)
- NOTE- Upload a self declaration by candidate (major)/legal guardian/ head of institution. Download attached format for your reference.**
- Permanent Address:
 - Flat No./House No.: 456789
 - Waddo/Ward*: 8
 - Street Name/Landmark: 4567890
 - State*: GOA
 - District*: NORTH GOA
 - Taluka*: BARDEZ
 - Village*: CALANGUTE
 - Pincode*: 403516

FIG10

- A) If you select **yes** a note will be shown as seen in the above screenshot.
- B) Click on the self declaration format button to download a format of the **self declaration pdf** which is to be uploaded later in the documents upload section.
- C) If you select **yes** in the **are you an orphan** section then you also have to enter the name of the institution.

STEP 8b:

Documents Upload [Click here to hide/show](#)

* In case the No. of Attempts is more than one, corresponding marksheet needs to be uploaded.
* In case of more than one Residence / Bonafide certificate, all the certificates needs to be uploaded.
* Income Proof to be Produced for the financial year 2022.

Attach/Upload Supporting Documents

Document Type*
Certificate for Orphan

Document*
Self Declaration

Note: Document should be of type jpg/pdf/png/jpeg and file size should be less than 2MB & greater than 10KB

Option 1: Browse & Upload Document

Select File to upload*

NO FILE CHOSEN

Mandatory List of Documents

Aadhaar card (Minimum 1 document(s) required)*		
✓	Aadhaar Card*	1 File(s)
Birth Proof (Minimum 1 document(s) required)*		
✓	Birth Certificate - Id proof*	1 File(s)
Certificate for Orphan (Minimum 1 document(s) required)*		
✓	Self Declaration*	1 File(s)
Income Certificate (Minimum 1 document(s) required)*		
✗	Income Certificate *	0 File(s)
Leaving Certificate (Minimum 1 document(s) required)*		
✗	School/Institute/College Leaving Certificate(Latest)	0 File(s)
✗	Bonafide Certificate(Latest)	0 File(s)
Residence Proof (Minimum 1 document(s) required)*		
✗	Residence Certificate for minimum period of 10 years *	0 File(s)
Signature (Minimum 1 document(s) required)*		
✗	Signature*	0 File(s)
Statement of Marks(10th pass)-1st Attempt (Minimum 1 document(s) required)		
✗	Marksheet(10th pass)-1st Attempt*	0 File(s)

FIG11

For **orphan's self declaration** certificate to be uploaded as shown in the above figure.

Step 9:

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 9a:

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 12

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 13

Step 9b:

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 14

Step 9c:

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.

Annual Income (Income per year of both parents income) Income proof*

* Income proof Required for fee concession incase family income is less than 3 lakhs(Not required for ST/SC)

* Corresponding document towards BPL / Antyodaya needs to be uploaded in the document upload section ahead.

Fig 15

Step 10:

Enter Bank **IFSC code**.

Bank Name and Branch will get auto populated.

Enter **Account No.** and re-enter it to **Confirm Account No.**

Bank Account Information

IFSC code Bank Name Branch Name

Account No.* Confirm Account No.*

Fig 16

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 11:

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

Fig 17

Step 12:

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

Fig 18



Step 13:

Select **Education Qualification** from the dropdown (**Fig 19**)

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 in the top right corner. Below the title is a section for "Educational Qualifications (Minimum Qualifying Examination)". Under this section, there is a label "Education Qualification*" followed by a dropdown menu. The dropdown menu is open, showing four options: "8TH PASS (ELIGIBLE FOR 8TH PASS TRADES)", "--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 second option, "--Select--", is currently selected. To the right of the dropdown menu, there is a list of trades: "Welder(Fabrication & Fitting), Sewing Technology (NSQF), Garment and Sales Assistant, Driver Cum".

Fig 19

Step 13a:

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 20

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 21

Select grades obtained in different subjects as shown in **Fig 22**.

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 22

Step 13b:

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, 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 23

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 24

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.

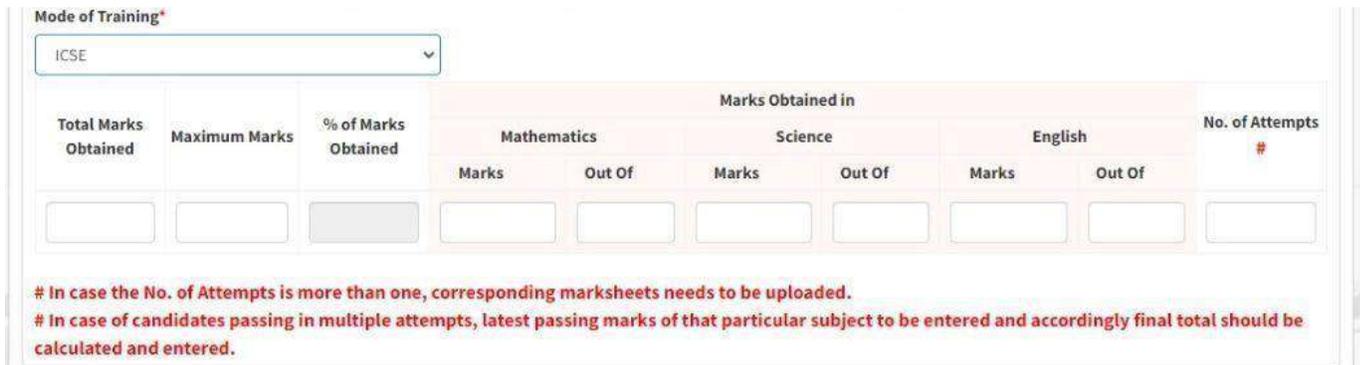
Fig 25

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 marksheet 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.)



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"/>									

In case the No. of Attempts is more than one, corresponding marksheet 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.

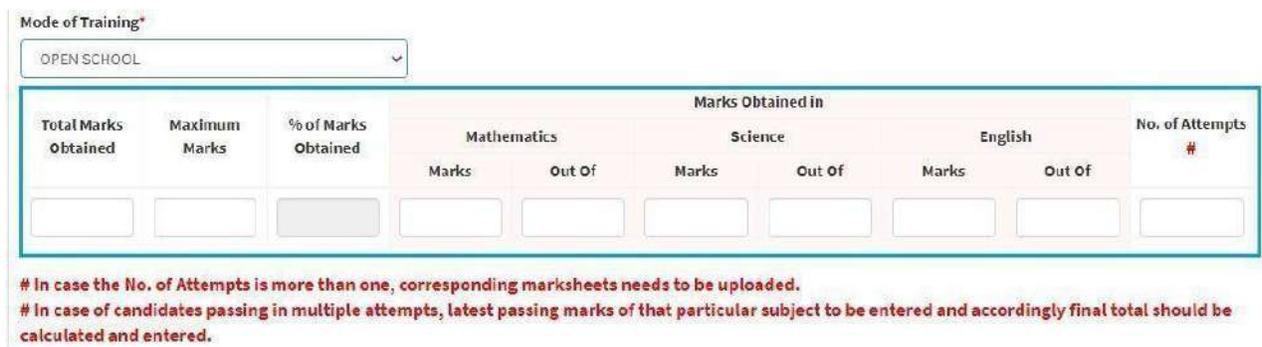
Fig 26

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 marksheet 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.)



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"/>									

In case the No. of Attempts is more than one, corresponding marksheet 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 27

Step 13c:

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 28

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 29

Step 14:

Enter **Address of the last school/college attended, Name of last school/college attended and year of passing** shown in Fig 30.

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

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 30

Step 15:

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--		

<< < > >>

PROCEED TO DOCUMENT UPLOAD

Fig 31

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--		

<< < > >>

PROCEED TO DOCUMENT UPLOAD

Fig 32

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 16:

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 17:

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 18:

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 19:

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:-

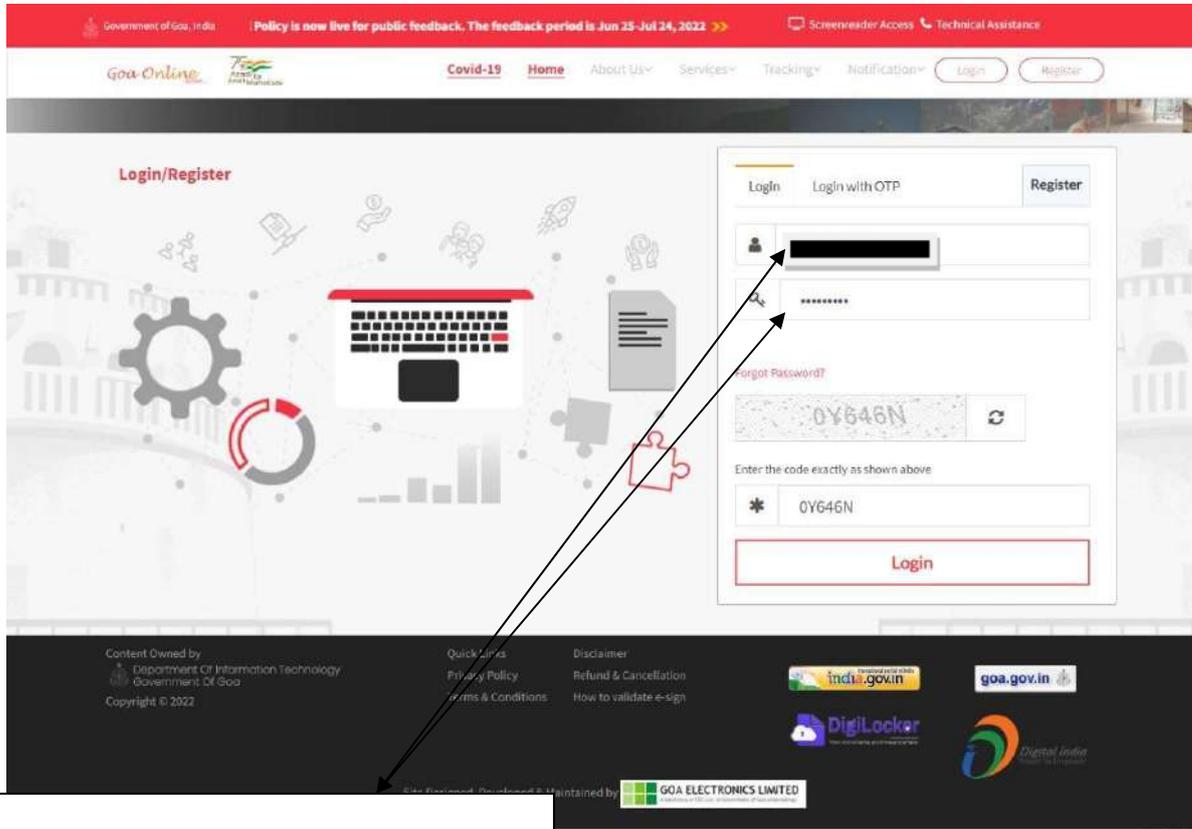
- 1. Download Payment Receipt***
- 2. Download Filled Application Form***
- 3. Trade Preferences***

Download the Payment Receipt and Filled Application form and then click on ***Trade Preferences***.

Chapter - II - Enrolment Form Filling.

Enter this URL in Web browser : <https://goaonline.gov.in>

- Enter username and password.
- Enter the captcha code and click on Login as shown in Fig 1



Enter your Username/email & Password

Once logged in, the user will be navigated to the Home Page as shown in Fig 2

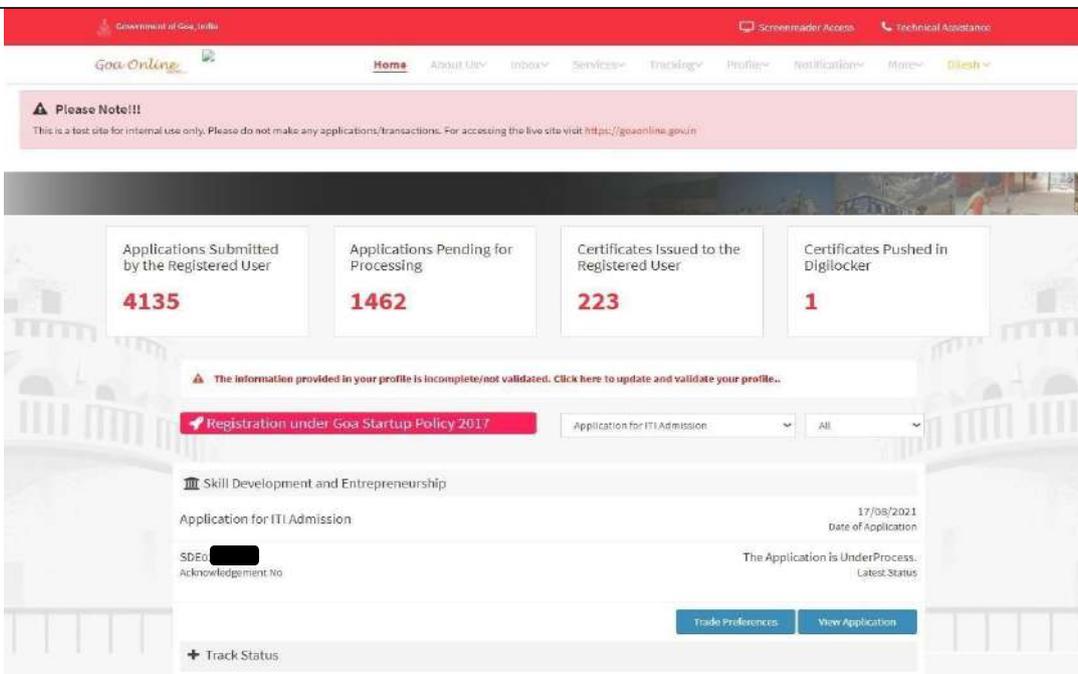


Fig 2

Once Trade Preferences are saved, on the Home page, click on “**View Application**” as shown in figure 3

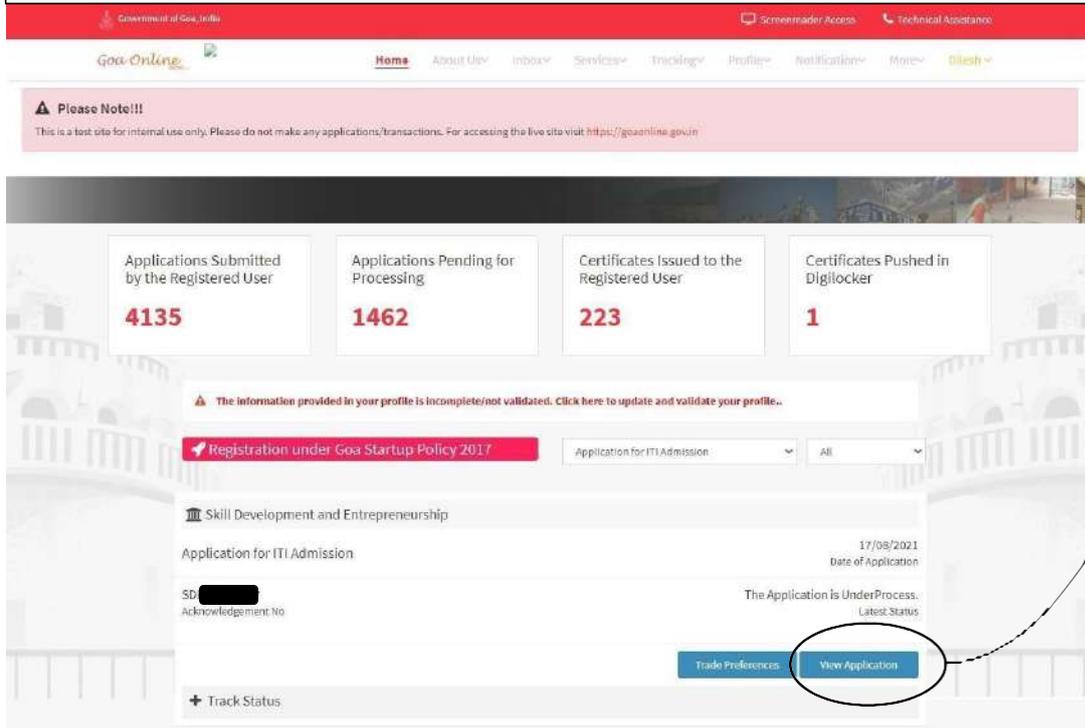


Fig 3

Admission for Industrial Training Institute

For any assistance please call on 91-8882988000 [09:00 AM to 06:00 PM] or Send email to: services[dot]goa[at]gov[dot]in.

Admission for academic year 2022-2023

[Download Prospectus](#)

[Help Document](#)

Instructions (Read before you proceed):

1) Description of options:

a) Accept & Opt Out: The candidate will be allotted the assigned seat on payment and will not be considered for any further rounds including Department rounds.

b) Accept & Reappear: The candidate will be allotted the assigned seat on payment and considered for the next round.

c) Reject: The assigned seat will not be allotted and the candidate will be considered for the next round.

Kindly note if none of the above mentioned options are selected, the allotted seat will be cancelled.

2) Note:

* If you have selected trades towards different educational qualifications (8th & 10th & 12th or 10th & 12th or 8th & 10th etc.), only 1 seat can be selected from the allocated seats.

* Once you selected the desired seat, click on 'Submit Selected Option' button.

* No changes will be allowed to this selection, once clicked on 'submit selected option' button. Kindly verify before taking any action.

* Last date for submitting the options is 1-Aug-2022.

* If you have already paid fees towards the seat allocated to you in the previous round(s) and if you accept the current round seat but if no payment is made towards it (only in case of any balance payment) before round due date, both the seats will be released.

* If you have already confirmed previous round seat and you are rejecting the current round seat, your previous round seat will be retained.

Eligible Options:

Seat allocated to you as per selected trade preferences of **10th Std**

Trade : **Fitter (NSQF) ITI : Cacora Government ITI.**

Accept & Opt Out

Reject

Accept & Reappear

Fig 4

User may select **“Accept & Opt out”** if he/she accepts the allotted seat and do not wish to appear for any other further rounds, including department rounds.

User may select **“Reject”** if he/she rejects the allotted seat and wishes to appear for other rounds

User may select **Accept & Reappear**” if he/she accepts the allotted seat but wishes to appear for other rounds
Note: This button will only be visible to users who have not gotten the 1st preferred Trade

User will be asked to confirm the selection made as shown in Fig 5

released.

* If you have already confirmed previous round seat and you are rejecting the current round seat, your previous round seat will be retained.

Eligible Options :

Seat allocated to you as per selected trade preferences of **10th Std**

Trade : **Fitter (NSQF) ITI** : **Vasco Government ITI**. **Accepted**

Accept & Opt Out

Reject & Opt Out

RESET

SUBMIT SELECTED OPTION

Fig 5

If the user wishes to go back to selection click on **“Reset”** to go back

Click on **“Submit Selected Option”** to confirm you selection

Admission for Industrial Training Institute

For any assistance please call on 91-8882988000 [09:00 AM to 06:00 PM] or Send email to: services[dot]goa[at]gov[dot]in.

Admission for academic year 2022-2023

[Download Prospectus](#)

[Help Document](#)

[Schedule Document](#)

Last date of ITI enrollment

Acknowledgment No: [Redacted]

Academic Year: 2022-2023



Trade: [Redacted]

ITI: Cacora Government ITI

Applicant Name: [Redacted]

Name of Father / Guardian: [Redacted]

Name of Mother: [Redacted]

Annual Income (Income per year of both parents)

[Redacted]

Income proof*

Not Applicable

Are you an Orphan*

[Redacted]

Name of the Institution*

[Redacted]

Bank Account Information

IFSC code

[Redacted]

Bank Name:

[Redacted]

Branch Name

[Redacted]

Account No.*

[Redacted]

Confirm Account No.*

[Redacted]

Attach/Upload Supporting Documents

Document Type *

Choose One

Document *

Choose One

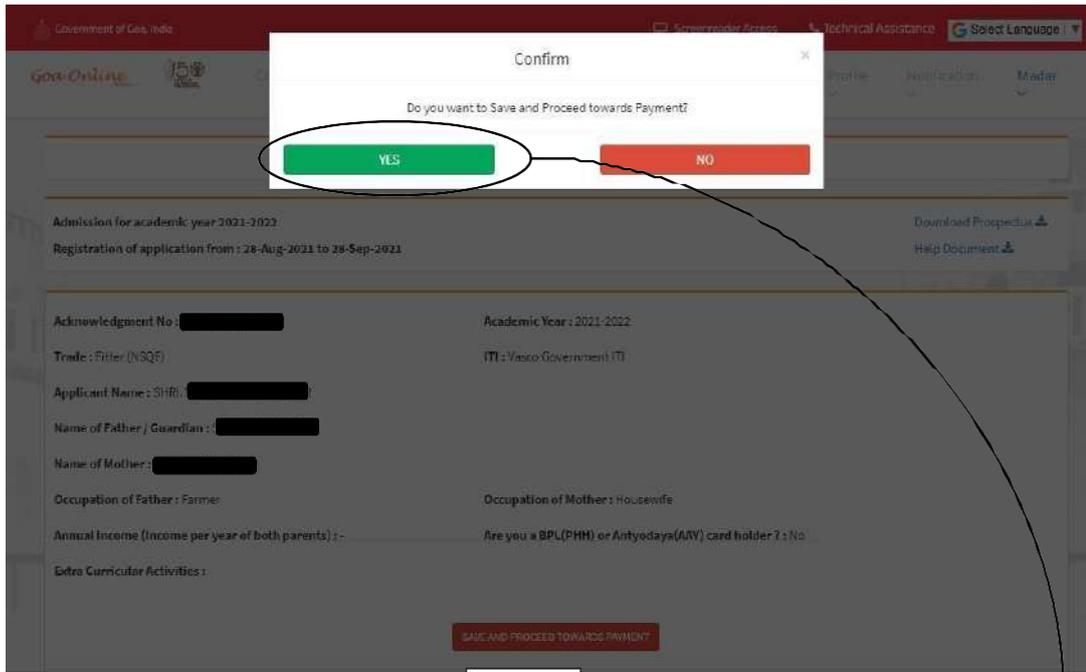
Mandatory List of Documents

Certificate for Orphan (Minimum 1 document(s) required)*

✓ Supporting document* 1 File(s)

SUBMIT & PROCEED TO PAY

Click on "SUBMIT & PROCEED TO PAY" to go ahead towards payment of fees



User will be asked for Final Confirmation before proceeding to Payment Page as shown in Fig 7

Fig 7

Click on "Yes" to proceed to Payment Page

If the user wishes to change Trade Preferences Click on Track status as shown in below figure



Under that click on Trade preferences as shown in below Fig.

