

I/204118/2022

Government of West Bengal
Technical Education, Training, & Skill Development Department
Directorate of Industrial Training
Karigari Bhawan
2nd Floor, B/7, Rajarhat, New Town,
Action Area III, Rajarhat, Kolkata – 700 160

Date: 04/07/2022

CIRCULAR

Sub: Guideline for admission of trainees (under CTS courses) in Govt. ITIs/ITCs, Asansol Junior Polytechnic and Govt. ITIs running under PTP, Pvt. ITIs for September 2022 Academic session.

The following guidelines are to be followed by all the Head of the Govt. and Govt. ITIs running under PTP & Pvt. ITIs at the time of admission.

For Govt. ITI/ITC/JP and Govt. ITI running under PTP/ IMC quota seats

- A. 1st phase of online counseling/ online seat allotment will be held on 4th July, 2022 and the seat allocation result will be published on <https://scvtwb.in> on the same day.
- B. 1st phase allotment will be published by the WBSCVT. Allotment of seats will be displayed in the candidate's profile. A payment link to be provided in the candidate's profile in disabled form. All the uploaded documents against allotted candidates will be available in the ITI end (Approver).
- C. Approver ITI will verify /accept allotted candidates in the institute profile. Approver ITI may also seek for any additional document from the candidate for verification. Approver ITI may also download the relevant documents from the available data provided by the candidates. The ITI may ask to upload any relevant documents from the candidates or may ask to submit the same through its official mail id.
- D. After on-line verification by the approver ITI, the Payment link will be activated in the candidate's profile.
From 04.07.2022 to 08.07.22, 1st phase online admission will be done after making necessary payment by the candidates.
- E. On 11.07.22, 2nd phase allotment will be published by the WBSCVT. Allotment of seats will be displayed in the candidate's profile. A payment link to be provided in the candidate's profile in disabled form. All the uploaded documents against allotted candidates will be available in the ITI end (Approver).
- F. Approver ITI will verify /accept allotted candidates in the institute profile accordingly. Approver ITI may also seek for any additional document from the candidate for verification.
- G. After on-line verification by the approver ITI, the Payment link will be activated in the candidate's profile.
- H. From 11.07.22 to 15.07.22,, 2nd phase online admission to be done after making necessary payment by the candidates.

- I. Admission will be done through only online mode for Govt. ITIs /Govt. ITIs running under PTP/ IMC quota candidates.

For Pvt. ITI Admission:

- A. For Pvt. ITIs, candidates have to pay requisite admission fees, registration fee, caution money through **online payment mode** & 01 month tuition fee will have to pay at the **concerned Pvt. ITI physically**. The admission process will be completed once the candidate will deposit requisite fees at the ITI end physically.

- **Classes for the new session will commence from 01.09.2022 for all the ITIs of West Bengal.**
- **Medical certificate of fitness will be required at the time of admission(Available in portal in due course).**
- Head of the institute will verify all documents of the intending candidates at the time of admission. If any discrepancies found the seat allotment of the candidate will be cancelled and to be recorded by the admission committee of the respective Institute.
- Training Manual guideline will be followed regarding discharge of trainees.

Sd/—
Director of Industrial Training
West Bengal

Copy forwarded for information and necessary action to:

1. The Secretary, WBSCVT
2. The P.S to the HMOS(IC), TET&SD Deptt.
3. The Sr. P.A to the Principal Secretary, TET&SD Deptt.
4. The Joint Secretary, TET&SD Department.
5. The Commissioner, TET&SD Department in the North Bengal branch Office of the Secretariat.
6. The Joint Director of Industrial Training - Regional Office Durgapur / Siliguri.
7. The DDIT in charge of ITI Howrah Homes/Tollygunge/ Gariahat
8. The Asst. Director of Industrial Training In charge of ITI/WITI
9. The Principal/Superintendent ,ITI/ITC/Jr. Polytechnic_____
10. The Principal of Govt. ITIs under PPP mode _____

Sd/—
Deputy Director of Industrial Training
West Bengal