

### Instruction to the candidates for filling up online application form

1. The candidates must read the instructions and procedures carefully and keep all necessary information ready before starting to fill up the online application form. Once an application is received, it will be construed that the candidate has agreed to all terms & conditions, rules & regulations stipulated in the Information Brochure and notices published by the Council for the purpose.
2. Candidate has to register themselves in the portal first. They must have a valid mobile number where the OTP will come during registration. The mobile number will be default User id and date of birth of the candidate will be default password. **The mobile number cannot be changed throughout the admission process.**
3. The date of birth in the password must be given in the form of DDMMYYYY.
4. Candidate's Name, Father's Name, Mother's Name, Gender and Date of Birth must be same as appeared in 10th standard examination.
5. Online form fill up Fees is :
6. For Boys: Rs. 200/-
7. For Girls: Rs. 100/-
8. Payment will be made online by the candidates using Debit/Credit card/Net banking/e-wallet/UPI etc only. No other mode of payment will be permitted.
9. Following simple steps to be followed for filling-up Online Application Form:-
  - Choose the Application Form to be filled-up either M or E based on the qualification. (One can fill up only one application from one user account)
  - Fill "Personal Details" as sought for in the portal.
  - Fill details of "Educational Qualification".
  - Preview your application before final submission and note down the Application Form Number for future reference.
  - After final submission of the form, the required data will be verified by the District Nodal ITIs through online mode. **Applicants do not require to visit any ITI for physical verification.**
  - For subsequent login through "Sign-in for Registered Candidates", the Mobile Number and Password will have to be used. **Candidates are advised to change their default password immediately after 1<sup>st</sup> log in due to security reason.**
10. Candidate must be very careful while filling up the online application form. The data provided, cannot be corrected / revised under any circumstances.
11. The Application Fee is non-refundable.
12. The online acknowledgement will be generated only after making necessary payment.
13. **The form will be finally submitted only after final validation by the Nodal Govt. ITI through online mode.**
14. Without validation by the Nodal ITI, the form could be treated as cancelled.
15. Read admission brochure very carefully.