

GOVERNMENT OF ANDHRA PRADESH
COMMISSIONERATE OF EMPLOYMENT AND TRAINING.A.P.HYDERABAD

Cir.Memo No I-1/1311/2016

Dated:24-05-2016

Sub:- CE&T,A.P.- Admissions into various Government ITIs /Private ITIs in the State for the Session,2016-17- certain Instructions-Issued-Reg.

A copy of the Notification for admission under National Council for Vocational Training(NCVT) pattern in Government ITIs , DLTCs, Minority ITIs, RITIs and Private ITIs is communicated to the Conveners of District Selection Committee and all the Principals and Assistant Director(Trg.) of Government ITIs /DLTCs in the State of Andhra Pradesh. The Convener/Principals are informed that the application forms for admission in to Govt ITIs /Pvt ITIs in their jurisdiction shall be issued from 21-05-2016 onwards along with a copy of the instructions, counseling card and acknowledgement slip to the candidates. **THE LAST DATE FOR ISSUE AND RECEIPT OF APPLICATIONS IS 30-06-2016 UPTO 5.00 P.M.**

Admissions under SCVT pattern in Government ITIs in respect of the trades like Carpet weaving, Fiber Reinforced Plastic Courses, Scientific Glass and Neon Science, L.P.M.M. and Hand Compositor and un affiliated trades/units shall also takes place along with the above admissions for August,2016 session.

INSTRUCTIONS ON ADMISSION PROCEDURE:

1. Only one application form is sufficient for admission for both Government ITI and Private ITIs under NCVT and SCVT pattern.
2. Before issue of applications, the Conveners should ensure that all the applications are stamped with SI.No. and last date for receipt of application mentioned as 30-06-2016.
3. Applications should be issued to the candidates along with the instructions sheet, one blank call letter and acknowledgement slip. The details of Government ITIs and Private ITIs with trades and seats open for admission should be made available to the candidates.
4. Candidates should affix self attested recent passport size photograph on the application while applying for admission into Government ITIs /Pvt.ITIs.
5. **“THE INCOMPLETE APPLICATIONS” and the “APPLICATIONS RECEIVED AFTER DUE DATE SHOULD BE REJECTED”.**
6. The Convenor should keep a responsible person for receipt of filled in application forms from the candidates and to issue acknowledgement slips duly signed after verifying the correctness of all columns.

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7. Applications received should be entered in a register every day and enter in to the computer duly indicating the name of the candidate, father's name, Mother Name, Aadharcard No., Contact.No., qualification, marks obtained, Local/Non-Local, Reservation, if any, date of birth etc. in a serial order and the same serial number generated by the computer should be noted on the application form as a Registration No. to prepare the merit list. Separate guidelines for on line process is herewith enclosed.
8. After preparation of merit lists, the Conveners have to convene a meeting of the Selection Committee and should explain about the method of selection duly requesting them to attend the counseling. While preparing merit list follow the circular memo vide D/1485/2012, dated 17-07-2012. Merit lists have to be approved by 05-07-2016 and should be displayed on the notice board. Counseling should start from 08-07-2016 and should be completed by 16-07-2016. The counseling schedule should be widely published through electronic and print media on daily basis.
9. The Convener should follow the Rules of admission and reservations in force. Break-up of available seats ITI-Wise, trade-wise for various categories should be as per Rules.
10. The Convener shall prepare day-wise admission schedule for counseling. Keeping in view the time allowed for counseling, the number of candidates should be between 400 to 500 per day from 9.00 A.M. to 5.00 P.M. with one hour lunch break from 1.00 P.M. to 2.00 P.M. Copies of the programme should be submitted to the concerned Regional Deputy Director(App.) concerned. WIDE PUBLICITY BE GIVEN ON THE SCHEDULE OF THE PROGRAMME OF COUNSELLING FOR THE BENEFIT OF THE CANDIDATES.
11. The Convener shall make suitable arrangements for verification of Certificates in case of Xth failed candidates. The ITI Principals and other selection Committee members should render all possible co-operation in completing the admissions. The Convener shall seek advice of the Regional Deputy Director(App) concerned, whenever necessary. The Regional Deputy Director(App) shall arrange for additional staff, if required to attend to the Work of admission exclusively
12. All the Principals shall arrange block diagram of seats available (trade-wise, category-wise) in respect of their institutions in triplicate and shall make an entry after allotment of seat.

13. The Conveners should ensure that there should be no shortfall in reserved categories. If necessary, they should contact the District Collector/ Project Officer, ITDA/ District Social Welfare Officer/ District Tribal Welfare Officer to Fill-up shortfall of admissions in all reserved categories.

14. (a). The candidates called for counseling alongwith their parents may be advised to assemble 30 minutes before commencement of Counseling.

(b). A Registration counter shall be arranged in front of the entrance to the counseling hall for obtaining the signature of all the candidates, who are present for Counseling. Public address system may be used to call the candidates as per merit for attending the Counseling and for other instructions.

b/(i) DCPs are instructed to explain the trainees/Parents who take admission into Govt. ITI in SCVT Trades that the trainee need to write only Practical subjects in every semester to get eligibility to NCVT as a private candidate in the corresponding semester and obtain undertaking to that effect from the Trainee and the Parent without fail.

(c). Candidates, who could not attend for counseling in time due to unforeseen reasons may be allowed before the conclusion of the days counseling session. They will be eligible for admission only into such trade and institution, where seats are vacant at that point of time, duly observing the merit order and reservations as per rules in force.

(d). The Convener will also make arrangements to display the position of availability of seats from time to time in the trade, category and Govt. ITI/Pvt. ITI on large size blackboard at a place attracting the attention of the candidates.

The following information should be displayed on the blackboard:

- (i) Total number of intake/seating capacity of the Institution Trade wise.
- (ii) Seats reserved for each category.
- (iii) Available number of seats for admissions(with number).
- (iv) Non-Availability of seats for admissions with a "Cross (X) mark".

- (v) It should be announced through public address system that the candidates should look at these display boards and decide their choice about the trade and the institution before they attend for the counseling. The parents should also be allowed to attend counseling alongwith the candidate for taking quick decision in selection of ITI/Trade. This aspect is to be organized carefully and should ensure that no complaint is received about the non-availability of information regarding the vacancy position in the institutions.
- (e). Application of candidates attending for counseling shall be kept available as per their rank for purpose of identification of candidates and verification of their certificates.
- (f). The candidates will be called for counseling in the rank order from the merit lists, in a given day. They shall be counseled even if they are not able to produce the intimation card, subject to verification of the office copy available with the Convener.
- (g). After selection of the trade and institute by the candidates., signature of the candidate or his parent/Guardian should be obtained in token of acceptance of the selection made. The Convener will write " ADMIT" on a slip indicating Govt.ITI/Pvt.ITI and trade duly signed and send it to the corresponding booth for verification of certificates and collection of fee in respect of Private ITIs.
- (h). In case, the candidates is unable to express his choice of trade and institution, the Convener shall guide him on the possibilities of securing admission into different trades to enable him to exercise his option.
- (i) After verification of original certificates of the candidates, he will be asked to remit the fee immediately. In case of any discrepancy, such cases will be referred to the Convener immediately for obtaining suitable instructions.
- (j). After Admission process is completed, the Convener should get the signature of all Selection Committee members. All the original certificates should be retained by the concerned Principals of Govt.ITI/PvtITIs and they should maintain the records separately.
15. The time table for admissions of the candidates into various Government ITIs /Pvt. ITIs should be strictly followed throughout the State. There should not by any deviation in rules while admitting the candidates. If there are any deviations, action will be taken against the Convener / Principal concerned as per existing Rules in force.

16 THE ADMISSIONS SHOULD BE CLOSED BY 16-07-2016 POSITIVELY. THE FINAL APPROVED SELECTION LISTS SHOULD BE SENT BEFORE 25-07-2016 to the concerned Regional Deputy Director(App) and Commissionerate with the signatures of the District Selection Committee Members on all the pages without fail.

MINORITY INSTITUTIONS:

17 (a). All the Minority Institutions having Minority Status are eligible to admit candidates belonging to their own Minority Community. In case of Non-Minority candidates, they should admit the candidates through the District Selection Committee only as per G.O.Ms. No. 23, Minorities Welfare (M&R) Department, dated 10-03-1990.

(b). The Management whose applications for Minority Status were rejected by the Minorities Welfare (M&R) Department, should admit the candidates through District Selection Committee only. The Convener should allot candidates to those Minority Institutions as per merit order.

(c). Admissions in Minority Institutions should be verified by the concerned Conveners as per the provisions of the APCES Act, 1985. The final selection lists should be furnished by the Conveners to the Regional Deputy Director(App) concerned and to the Commissionerate with the signature of all the members at the end of each trade on or before 25-07-2016 without fail.

18. All the Principals of Government ITIs in the District are instructed to cooperate with the Conveners of the District Section Committee and complete the admissions within the stipulated time. They will be held responsible if any irregularities are noticed in the work allotted to them by the Conveners. The Conveners are requested to maintain account on the receipt of applications from the Commissionerate and sale of applications and intimate the total applications

sold and received up to 5.00 P.M. as on 30-06-2016 ~~before~~ by Fax 040 023221701 and Email at apcet.ddtrg@gmail.com .

- 19 (a). The first term fees should be paid directly to the Management of Private ITIs where the candidates are allotted seats in the presence of District Selection Committee. The Managements have to issue a cash receipt.
- (b).In case of admission into Government ITIs, the concerned Government ITIs Principal should collect Rs.60/- towards Caution deposit and issue cash receipt duly signed by the Principal. No Caution Deposit should be collected from Scheduled Caste and Scheduled Tribe Trainees.
- (c) **20% of total number of sanctioned seats shall be filled by the IMC in the Govt.ITIs covered under public Private Participation ship (PPP) Scheme (Memorandum between The President of India and the Governor/ Administrator of the State/UT.. and Industry Partner). If the IMC fail to Admit the candidates the same will be filled by DSC as per the merit order.**

20.The Conveners are also instructed to see that names of the selected candidates are entered in the merit list and in the admission register of the Government ITIs and Private ITIs on the same day of admission with registration number. This should be attested by the Convener on the same day of selection itself.

21. As per instructions issued vide this office Circular Memo.O1/446/94, dated 3-08-1998 registration number must be allotted to each admitted candidate and included in the District Selection Committee list and approval of the DSC Chairman/Joint Collector shall be obtained.

General Instructions:

1. The District Convener shall hand over the soft copy (three sets) within 5 days.
2. Non submission of soft copy within due date will make them in eligible for NCVT examinations.
3. Based on the soft copy of admissions made the Trade Testing Centers and Hall Tickets will be finalized.
4. Any admissions made after due date will be viewed seriously and necessary disciplinary action will be initiated against such District Convener/ Principal's.

Receipt of this Circular Memo. Shall be acknowledged by return of post.

Encl:-1).Guidelines to DCPs for ONLINE ADMISSION

Sd/- D. VARAPRASAD,
COMMISSIONER

To

All the Conveners/ Heads of Government ITIs and DLTCs in the State of Andhra Pradesh

Copy to: 1) All the Jt. Collectors/ Chairman of the District Selection Committee of concerned Districts.

2. All Regional Deputy Director(App) in the State of A.P. They are requested to verify the District Level Committee admission list of all ITIs and submit compliance report.
3. The Chief Executive officer, Zilla Parishad of concerned District.
4. Copy submitted to: Peshi to Commissioner/Joint Director(Exams) for information.
5. Copy to the Director(Technical) NIC for information and taking necessary action.
6. Copy to the Principal/TOs in Exams cell for information
7. Sf/spare.

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VP - Phani:

SUPERINTENDENT

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