

**INDUSTRIAL TRAINING DEPARTMENT  
(KERALA STATE)**

C1/11501/2014

Training Directorate,  
K.SH.B, Santhinagar,  
Thiruvananthapuram,  
Dated: 15.07.2014.

**CIRCULAR**

Sub:- Industrial Training Department – Selection of candidates for admission to ITIs for the session commencing from August 2014- Instructions issued.

Ref:- Prospectus for ITI Admission August 2014.

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Instructions have been issued regarding the procedure for admission to ITI's vide reference cited. In addition to that following instructions are issued to the principals of ITIs regarding the procedure to be adopted for selecting candidates for the admission to the session commencing from August 2014.

All the applications received should be entered in a register date-wise, giving continuous serial number. Separate registers should be maintained for matric, non-matric, CoE and other non-engineering trades.

All the application received should be sorted out category wise as per the roaster and a category wise master list should be prepared. The category should be marked boldly in the space provided at the right hand top corner of the applications and serial number should be given.

The receipt of application, scrutiny of certificates and application, preparation of list etc should be made under the direct supervision and control of the principal, vice principal and senior superintendent.

The principal should constitute a special team of officials for the receipt and scrutiny of application. Scrutiny should be started early i.e. on receipt of the 1<sup>st</sup> application itself. The team will be responsible for the selection under the overall supervision of the Principals, Vice principal and Senior Superintendent and they should be informed the fact.

The self addressed Memo cards attached to the applications should be returned to the applicants with date of receipt and office seal.

Rejection of application should be made on valid grounds and the reason for rejection should be noted in the application with the signature in full by the Principal, Vice Principal and Senior Superintendent.

**1. Application coming under the following category should be rejected**

- a. Application not signed by the candidates.
- b. Applications received from under aged and unqualified candidates.
- c. Late applications
- d. Applications without enclosures in proof of date of birth and qualifications.

In the case of admission fee which will be collected by postal order, prepare a consolidated list of postal order no and the amount and submit the consolidated list into the nearest Head post office of your institute and collect the total amount from the post office.

The Marks/grade as shown in the application should be checked with the attested copies of the certificates submitted along with the application forms. The candidates should be advised to produce original certificates at the time of admission based on the selection memo and the marks entered in the application should be verified with the originals to ensure correctness.

The mark list issued for the candidates for the SSLC examination in the year 2005 contained the marks for continuing evaluation (CE)-10 marks and Theory-50 marks along with grade. It is also to be noted that only grade was given from the year 2006; The following procedure should be adopted in this case.

The total marks obtained by the trainee in Continuing evaluation and Theory for six subjects (English-I, English-II, Physics, Chemistry, Maths-I & Maths-II) will be calculated and this marks will be converted out of 300 by applying formula mentioned below.

Marks obtained by the trainees X 300

360

Marks for the items 7 to 8 in the case of matric and non-matric trades should be entered on the basis of the certificates enclosed with the application and their total marks should be written at the extreme right hand side of col.10 or 9 as the case be (in the case of SSLC marks in Col.6 out of 600 should be converted in to mark out of 300 and then only the total of Col. to be counted.)

The total mark entered at the extreme right hand side Column should be carried over to the space provided on the right hand top corner of the application. The officer who verified the marks should carry over the mark to the right hand top corner of the application form and affix his initial in the first column provided for the purpose.

These marks should be verified by another officer and his initials should be affixed in the 2<sup>nd</sup> column provided for this purpose.

The above details and marks should be checked by the Principals/Vice Principals/Senior Superintendent and his/her signature should be affixed in the 3<sup>rd</sup> column at the time of admission. In the case of candidates whose SSC/SSLC books were sent to schools for appearing for the September examination the true copies attested by respective school Head Master/Head Mistress should be accepted. They should produce the originals at the earliest for verification.

Following guidelines are issued to convert grades into marks in the case of candidates who passed under grading system/grade A>B>C>D>E.

Grade A+ above 90 marks – The marks should be taken as 95 out of 100

Grade A	80-89	= 85 marks
Grade B+	70-79	= 75 marks
Grade B	60-69	= 65 marks
Grade C+	50-59	= 55 marks
Grade C	40-49	= 45 marks
Grade D+	30-39	= 35 marks
Grade D	20-29	= 25 marks
Grade E	below	= 15 marks

The candidates who secured marks in the SSLC should write their marks in the application. Total mark for the subjects English, Physics,

Chemistry and Maths must be taken in 300 for finding the index marks (grace marks can also be considered for calculating the index mark).

**II. Weightage/grace marks are awarded to the candidates in following category**

1. 20 marks for higher academic qualification will be given as specified in G.O(Ms) No: 55/78/L&H dated 17.05.1978.
2. Bonus marks will be given to candidates holding NCC Certificate as A-5 marks, B-7 marks, C-10 marks.
3. 10% and 5% marks of the total marks of the subjects considered for calculating the index marks, will be given as bonus marks to the candidates who won 1<sup>st</sup> place and 2<sup>nd</sup> place respectively in the State level Youth Festival/A grade Arts festival.
4. Weightage of 10 marks will be given to the natives of Idukki, Malappuram, Wayand and Kasargode districts. In the blocks of Kannur, Thalassery, Vadakara, Quilandy, Kozhikode, Ottapalam, mannarkad, Chavakkad, Kodungallur and Pathananhitta on production of attested copies of nativity certificates issued by the concerned revenue authorities. Original Certificates should be obtained and verified at the time of admission

**III. Equal marks/Grade while preparing the rank list for admission the following are the order of preference.**

The candidates who has highest marks in Maths subject should be given the priority. If the marks formed equal the following are the order of preference.

1. The candidate who has highest mark in Science subject should be given the priority.
2. Priority will be given who scored highest mark in English subject.
3. Priority will be given to eldest candidates as per date of birth.
4. Priority will be given considering to the Alphabetic order of the name.

Trade wise reservation should be given to SC and ST applicants. Two seats should be set apart in each unit maintaining the overall reservation of 10%. If the seats reserved for SC and ST applicants were left unfilled due to nonavailability of the applicants from the said category, the same should be filled as per the guidelines mentioned in GO(Rt) No: 2071/2010/LBR dated: 23.12.2010.

The selection list should be prepared and published by the Principal. Re selection may be made to fill up the vacancy due to dropouts. This should be done at three levels operating the 100 point roaster. Selected candidates should be called before admission for verifying their marks and certificates.

During the last roaster sufficient number of chance cards are be issued so as to fill up the vacancies arising on the date of closing the admission. News paper notification may be issued to fill up the vacancy remain unfilled after last roaster from among the candidate who had submitted application without disturbing the roaster. Special notification must be given in News paper to fill the vacancies allotted to SC/ST and LWF. The seats left unfilled can be filled based on merit to other categories at the time of admission closing if sufficient candidates are not present from reserved communities, with prior sanction from Directorate/nodel ITI. Trade change will be given to eligible candidate already admitted before filling up the vacancies by chance card. Any irregularity made in the operation of roaster will be viewed seriously and action will be taken as per rules.

The data of the candidates should be filled in Admission Register purely based on the SSLC/SSC book. The admission register should be completed in all respects when candidates are admitted to the institute. A candidate once admitted in a particular trade need not be given trade change if he/she expresses unwillingness in writing within two days of admission. The principal has no power to make any change in the roaster. The minimum index mark on each trade may be published in all the leading Malayalam Dailies, directing the applicants within that limit to be present in the ITI, if they did not receive the formal selection Memos from the ITI Principal concerned.

DGET has informed that the ITIs/Private ITIs are permitted to admit 30% more trainees from their sanctioned strength w.e.f. session started from August 2008 to ensure optimum utilization of available infrastructure created for training without compromising the quality of training. Also clarified that the ITIs/ Private ITIs are permitted to admit 30% supernumerary in trade wise/Unit wise over and above sanctioned seating capacity of that trade/unit to take care of drop outs. The 30% additional seat should be admitted only upto the last date/cut off date for admission. Supernumerary seats should not be allowed to fill after the last/cut off date as per letter No:DGET-19(20)/2007-CD dated 12.04.2010.

  
For DIRECTOR OF TRAINING

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To

The Principals of all ITIs,

(through website)