

**DEPARTMENT OF INDUSTRIAL TRAINING  
(KERALA STATE)**

No. C1/8739/12

Thycaud, Thiruvananthapuram.

Dated : 29 /06/12

**CIRCULAR**

Sub:- Industrial Training Department – Selection of Candidates for admission to ITI's for the session commencing from August 2012 – Instructions issued –

The following instructions are issued to the principals of ITI's regarding the procedure to be adopted for selecting candidates for the admission to the session commencing from August, 2012.

All the applications received should be entered in a register date-wise, giving continues serial number. Separate registers should be maintained for metric, non metric, COE, stenography, Secretarial Practice and computer trades and other Non Engg. Trades.

All the applications 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 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 & Theory for six subjects (Eng-1, Eng II, Physics, Chemistry, Maths I & Maths II) will be calculated and this marks will be converted out of 300 by applying the formula mentioned below:

$$\frac{\text{Marks obtained by the trainee} \times 300}{360}$$

360

. Marks for the items 7 to 9 in the case of Metric & Non Metric Trades and 7 to 9 in other cases 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 S S L C marks in column 6 out of 600 should be converted in to marks out of 300 and then only the total of column to be counted.)

The total marks entered at the extreme right hand side column 10/11 should be carried over to the space provided on the right hand top corner of the application. The officer who verified the marks in col. 6 to 9 should carry over the marks 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 guide lines 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).

**I Weight age/grace marks is 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, 17.5.1978. Weight age/Bonus marks will be given to the candidates applying for the trades steno (ENG) Steno (Hindi) and secretarial practice 10 marks for Post Graduate candidates, 7 marks for 1<sup>st</sup> class in BA/B.Sc/B.Com and 5 marks for II<sup>nd</sup> class BA/B.Sc/B.Com and 3 marks for III<sup>rd</sup> class in BA/B.Sc/B.Com. be given weightage to those who have BA/B.Sc/B.Com degree for admission to COPA/DTPO trades.



2. Bonus marks will be given to candidates holding NCC certificates as below 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 1st place and 2nd place respectively in the state level youth festival / A grade Arts festival. 5 seats will be reserved for sportsman at each ITI's to be filled, from the list forwarded by the Sports Council.
4. Weightage of 10 marks will be given to the natives of Idukki, Malappuram, Wayanad and Kasaragod districts. In the blocks of Kannur, Thalassery, Vada-kara, Quilandy, Kozhikode, Ernad, Perinthalmanna, Ponnani, Ottapalam, Mannarkad, Chavakkad, Kodungalloor and Pathanamthitta on production of attested copies of nativity certificates issued by the concerned revenue authorities. Original certificate should be obtained and verified at the time of admission.
5. Two seats are reserved for the applicants from the Juvenile Justice Home in each trade of ITIs as per the Government Order No.G.O.(RT)1135/09/Labour.
6. The candidates who passed in level 'A' Standard X exam under Litteracy Mission is equivalent to S.S.L.C.(G.O.(MS)NO.78/2004/Gen.Edn dated:09—3-2004)
7. The Index Marks of the disabled (Deaf&Dump) candidates will be calculated by reckoning the marks obtained to the subject substitute to English and that subject will be equal to English for considering admission.
8. 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 then collect the total amount from the post office.

**II 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 candidate as per date of birth.
4. Priority will be given considering to the Alphabetic order of the name.

In the case of ITIs where 100% roaster cannot be operated (ie, with total strength less than 100), one seat will be reserved for candidates belong to special category viz Orphen, Sports Persons, Ex-JTS and physically handicapped (G.O.(MS) 23/87/LBR dated, 13.5.1987)

The reservation seats for PH Candidates will be 3% of seats in the ratio 1:1:1 (Blind, deaf, PH) as per the G.O.No.2531/04/LBR dated, 24.9.04.

One seat each in every ITI is reserved for Anglo Indian community and Christian converts from scheduled caste as per G.O. (MS) No.118/95/LBR dated, 27.11.1995. The originals of certificates should be verified at the time of admission and cases may be reviewed where ever necessary.

Trade wise reservation should be given to SC and ST applicants. In the case of popular trades 2 seats should be set apart in the trades in which there is only one unit, maintaining the overall reservation of 10%.

Five seats are reserved to the repatriates who had arrived on or before 1.6.1963 for permanent settlement in India are eligible for concessions.

From the total no. of seat 30% is reserved to women candidates in category wise ie, SC/ST, OBC & General as per DGET-19(27)/07-CD dt 2.6.08. If the seats reserved for the specific category are not filled up due to non availability of suitable women candidates, the same could be filled up by suitable candidates from other categories failing which by men. The supernumery seats in ITI/Private ITI's is enhanced from 10% (for Engineering trades) and 20% (For Non-Engineering trades) to 30% for both.(DGET-19(20)/2007-CD dated 17-4-2008).

. 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 ie. On receipt of the 1<sup>st</sup> application itself. The team will be responsible for the selection under the overall super vision of the Principals,V.P.and SS 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.



**III Application coming under the following categories should be rejected.**

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

**IV The following time scheduled of admission are fixed.**

- a. Last date and time for receipt of application 28/06/12 5PM
- b. Selection List Published date 04/07/12
- c. Admission date 09/07/12
- d. Admission closing date 31/08/12

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 to 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 candidates 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 among reserved communities. Trade change will be given to eligible candidates already admitted before filling up the vacancies by chance card. If any irregularity is 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 with in 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 clarity 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 offset the possible drop outs. The 30% additional seat should be admitted only up to 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: 12/4/2010

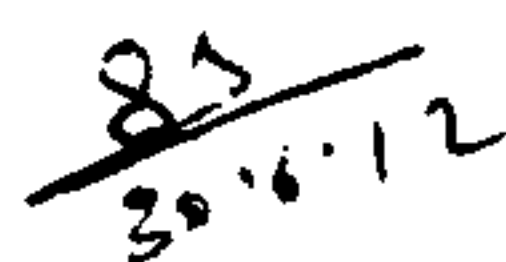
  
For DIRECTOR OF TRAINING

To

The Principals of all ITIs  
BTC and AVTS

Copy to

CA to DT, CA to ADT, ADT Special Officer STI, JDT, DD(P), DD(T), Joint Director, Regional Directorate, Kannur/Training Inspectors, Inspector of Training of RIC, JS (F), JS(C) and SF (C1)

  
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30.6.12