

**DEPARTMENT OF INDUSTRIAL TRAINING**

**(KERALA STATE)**

No. C1/2214/11

Thycaud, Thiruvananthapuram

Dated: 05 .06.2011

**CIRCULAR**

Sub: - Industrial Training Department- Selection of Candidates for admission to ITI's for the session commencing from August 2011- Instruction issued-

The following instructions are issued to the principals of ITIs regarding the procedure to be adopted in selecting candidates for the admission to the session commencing from August 2011.

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

The marks/grade in the application should be checked based on the attested copies of the certificates submitted together with the application forms. The candidates should be advised to produce original certificates at the time of admission through the selection memo. The marks entered in the application must be verified with the originals at the time of admission, to ensure genuineness.

The mark list issued to the candidates for the SSLC examination in year 2005 contained 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 (Engg II Physics, Chemistry, Maths I & Maths II) will be calculated and these marks will be converted out of 300 by applying the formula mentioned below:

Marks obtained by the trainee x 300

360

Marks for the items 7 to 9 in the case of Matric & Non matric 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 SSLC 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 purposed.

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

Again these marks and details should be checked by the Principals/Vice Principals/Senior superintendent and the 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.

In the case of grading system the grade should be converted into marks on the following instruction (grade A>B>C>D>E). The candidate who secured marks of A+&above 90- The marks should be taken as 95 out of 100.

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

For the candidates who secured marks in the SSLC they should write the marks. For finding out the index mark the total marks for the subjects' English

Physics, Chemistry and maths must be taken in 300 the grace marks can also be considered for calculating the index mark.

**Weightage/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. Weightage/Bonus marks will be given to the candidates applying for the trades steno (ENG) Steno (Hindi) and secretarial practice. For additional qualifications 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 degree for admission to COPA/DTPO trades.
2. Bonus marks will be given to candidates holding ABC certificates in NCC A-5 marks B-7 marks C-10 marks.
3. The candidates who won 1<sup>st</sup> place/A grade in Arts competition in state level will be given 10% marks weightage. It is informed that the candidates who won 1<sup>st</sup> and 2<sup>nd</sup> place in state level youth festival will be given 10% and 5% bonus marks respectively. 5 seats will be reserved for sportsman at each ITIs to be filled, from the forwarded by the Sports Council.
4. Weightage of 10 marks for native of Idukki, Malappuram, Wayanad and Kasargod districts. In the blocks of Kannur, Thalassery, Vadamara, Quilandy, Kozhikode, Ernad, Perinthalmanna, Ponnani, Ottapalam, Mannarkad, Chavakkad, Kodungalloor and Pathanamthitta should be awarded on the basis of attested copies of nativity certificates issued by the revenue authorities of those districts. Originals should be obtained and verified at the time of admission.
5. Two seats reserved for the applicant 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 Literacy Mission is equivalent to S.S.L.C (G.O.(MS) No.78/2004/Gen. Edn dated: 09-03-2004)
7. For finding out the index mark of the disabled candidates (deaf&dumb) who had passed in S.S.L.C without having the subject of English, the total marks of the subjects must be reckoned in 300 marks by substituting the marks obtained in the subjects which she /he had opted in the examination.
8. ***In the case of admission fee which will be collected by postal order, prepare a consolidated list of postal order number and the amount and submit the consolidated list in to the nearest Head post office of your institute then collect the total amount from the post office.***

**While preparing the rank list if there is a tie due to equal marks/grade the following order of preference will be given.**

The candidate who has highest marks in Maths subject should be given the Priority. It is also equal follow the following instruction.

1. The candidate who has highest mark in Science subject should be given the priority.
2. If it is also found equal the candidate who has highest mark in English subject should be given the priority.
3. If it is also found equal the priority will be given to eldest candidates as per date of birth.
4. If it is also found equal priority will be given considering to the alphabetic order of the name.

As the 100% roaster cannot be applied in the case of ITI, 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:13-05-1987)

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 case may be reviewed where ever necessary.

Trade wise reservation should be given to SC and ST applicants. In the case of popular trades should be set apaet in the trades in which there are onlyone unit maintaining the overall reservstion of 10% seats are reeved.

To the repatarates who had arrived on or before 1-6-1963 for permanent settlement in India are eligible for concessions.

From the total no.of seats 30% is reserved to women candidates in category wise ie, SC/ST, OBC & General as per G.O.(Rt) No.(Rt) No.1189/04/LBR dated,

29-4-04. If the seats reserved for the specific category are not filled 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/ITC is enhanced from 10% (for Engineering trades) and 20% (For Non-Engineering trades) to 30% for both.

The receipt of application, scrutiny of certificates and application, preparation of list etc should be made under the direct supervision 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. One receive the 1<sup>st</sup> application itself. The team will be responsible for the selection under the overall super vision of the Principal, V.P and S.S and they should be informed of this fact.

The self addressed Memo cards attached to the applications should be returned to the applications 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 application with the signature in full by the Principal, Vice Principal and Senior Superintendent.

**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.  
Selected candidates should be called before admission for verifying their marks and certificates.

The following time scheduled of admission is fixed.

- |  |                   |
|--|-------------------|
| a. Last date and time for receipt of application | 18-06-2011 - 5 PM |
| b. Selection list published date                 | 30-06-2011        |
| c. Admission date                                | 01-07-2011        |
| d. Admission closing date                        | 31-08-2011        |

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.

During the last roaster sufficient number of chance cards should be issued so as to fill up the vacancies arising on the date of closing the admission. **Paper notification may be issued two or three times 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 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 and also enter the details in the computer (Admission closing proforma I) 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 applications within that limit to be present in the ITI if they did not receive the formal selection Memos from the ITI Principal concerned.

As per the DGET Letter No. 18012/9/2009-TTC (Pt) dated: 15-12-2009, and close admissions within a month from the start of each session. The admission details of each Candidate (Trade wise-6 months, one year, 2 years and 3 years entered separately) should be computerized in MS Excel 2007 in the format prescribed by the DGET and forward the admission details of August session (in a CD) to Nodal ITI Principals within one week after the admission closing date. Also use the updated datas for all issues relating to trainees records for maintaining pertinent data for the future reference and issue of Hall tickets.

**The Nodal ITI Principals are directed to consolidate the admission details of ITI/ITCs (NCVT) in their Jurisdiction and forward the soft copy (one CD of consolidated details of ITI/ITC) in the proforma forwarded vide this office letter No.C1/086/2010 dated:2/1/2010 to this Directorate within two weeks after the admission closing and it is also directed to retain a hard copy at your end.**

**The Nodal ITI principals are also directed to check the admission details of trainees of ITI/ITC which is entered in the CD of whether the trade is NCVT or SCVT and the admission is closed by the concerned officials.**

**And also check the details of trainees entered in the CD in correct format (Times new roman format and in MS excel 2007) as per the direction given by DGET.**

DGET has informed that the ITIs/ITCs 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 clarify that the ITIs/ITCs 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 vide 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)