

GOVERNMENT OF ANDHRA PRADESH  
DIRECTORATE OF EMPLOYMENT AND TRAINING.A.P.VIJAYAWADA.

Cir.Memo. No. I-1/1361/Adm./2022,

dated.17-08-2022

Sub:-DET-AP- 2<sup>nd</sup> Phase of Admissions into Government ITIs /Private ITIs for the session 2022- instructions-issued.

- Ref;- 1) G.O.Ms.No.176, LEN&TE, Department, dated 28-06-1983.  
2) G.O.Rt.No. 1763, LET&F(EMP) Department, dated 24-09-2004.  
3) G.O.Rt.No. 1948, LET&F (Emp) Department, dated 18-10-2004.  
4) Cir.Memo.No.I-1/1361/Adm./2022, dt.09.06.2022 of the DET.  
5) No. DGT-Aff011(51)/11/2022-O/o DD(TC), dt: 16.08.2022 of the DGT, New Delhi.

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In pursuance to the instructions issued vide reference 2<sup>nd</sup> and 3<sup>rd</sup> cited and in continuation of the instructions issued vide reference 4<sup>th</sup> cited, all the District Convenor/Principals of Government ITIs/ Assistant Director's(Trg.) of DLTCs and the Managements of Private ITIs are hereby informed that the schedule of 2<sup>nd</sup> phase of admissions for the left over seats of August 2022 admissions i.e. is as follows.

Sl. No	Description	Date
1	Last date for Registration of applications by the candidates in the web site iti.ap.gov.in	24-08-2022
2	Last Date for downloading of Merit List	26-08-2022
3	Counseling Schedule for Govt.ITIs	29-08-2022
4	Counseling schedule for Private ITIs	30-08-2022
5	Last date for submission of selection list (Hard Copy of the print out from the website) of 2 <sup>nd</sup> Phase admissions to the District Convenor Principals(DCPs) by the Verification Officer.	05-09-2022
6	Last date for submission of selection list (Hard Copy of the print out from the website) of 2 <sup>nd</sup> phase of admissions by the District Convenor/ Principal (DCP) to the RDD and Director of Employment & Training.	06-09-2022

All the Heads of Institutes of Government ITIs and Private ITIs are requested to give wide Publicity regarding the schedule of 2<sup>nd</sup> Phase of admissions for the Left-over seats of August 2022 admissions.

1. Candidate may opt more than one ITI in Multiple Districts, option has been provided in online application form.
2. After successful submission of application form, then an unique Registration Number will be generated and provides a printout option to take the application printout by the candidate as acknowledgement in token of registration of application.

3. Applicant data will be reflected in respective ITIs login, to which he/she applied. (Hall Ticket No., candidate Name, Father Name fields are displayed in login)
4. Candidate can Edit his application by providing his/her registration number, date of Birth and Hall Ticket Number.

Verification of certificates should be conducted by the Verification Officers at the time of counselling.

In accordance to the G.O.Rt No. 1763 of LET&F Department, dated 24-09-2004 and G.O.Rt.No. 1948, LET&F (Emp.) Department, dated 18-10-2004, all the Principals of Government ITIs and Private ITI Managements are permitted to admit the trainees in their respective ITIs against left over seats after the 1st phase of admissions.

Accordingly all the Principals of Government ITIs and Managements of Private ITIs are hereby instructed to follow the Guidelines given below:-

- (1) The District Convenor Principals (DCPs) should propose the names of other Govt.ITI principals including himself who are working in the District as Verification officers for the Private ITIs. These Verification Officers are also should act as Nodal officers in future for the Private ITIs to which they are allotted. The Private ITI in the District is to be allotted to each Verification Officer and the proposals of verification officers should be submitted to RDDs (A)concerned for appointment of Verification officer.
- (2)The DCPs have to convene a meeting with the Verification Officers and Private ITI Managements to explain the admission procedure including Online admission process along with a demonstration.
- (3)All the Principals of Govt.ITIs and Private ITIs are permitted to fill the left over seats during the 1st spell of admissions and the counseling shall be conducted in their respective institutes duly following the admission guidelines, merit cum rule of reservations and other rules of admissions which are in force.
- (4)All the ITIs should give wide publicity about the 2<sup>nd</sup> phase of admissions in respect of their institutions through print and electronic media.
- (5)The DCPs have to collect the details of discharged candidates from each ITI after 1st spell and issue the 2<sup>nd</sup> spell admissions list (after noting the discharges) to each ITI. Vacancy list also should be approved by the DCP and handed over to the verification officer well in advance for making 3rd phase admissions into the left over seats.
- (6)All the ITIs have to use Login id and Password allotted to them by the NIC. Application should be entered in online by the candidate through the website [iti.ap.gov.in](http://iti.ap.gov.in)
- (7)The merit list should be generated through online and the same should be approved by the following members.

- a. Principal of the ITI concerned
- b. Verification Officer in case of Private ITI. In case of Govt. ITI, Senior T.O./DTO of the respective Institute.
- c. District Convenor/Principal.

The Vacancy position of seats i.e. trade wise, roster wise should be displayed on the notice board of each ITI and at DCP concerned for the information of the candidates. This is very important to the candidate and based on this, the candidate will have an idea whether he can apply or not based on the trade/roster point available in the ITI.

8. All the ITIs have to conduct the counseling as per the schedule and admit the candidates based upon their eligibility, merit and reservation.
9. This process should be expedited in online only. The admitted list should be submitted within the prescribed time after approval of all the members.

10. All the Principals of Private ITIs should download five sets of 2<sup>nd</sup> phase Selection list of Admissions from the website [iti.ap.gov.in](http://iti.ap.gov.in) and get the approval of all the three members noted above and handover four sets to the Verification Officer on or before 02-09-2022.

### **Role and Responsibilities of Verification Officer:-**

1. He has to collect the copies of affiliation orders in respect of the Private ITIs to which he is allotted and verify the trades/units opened for the session. If any discrepancy is found, the same should be intimated to the Director through RDD(A) concerned.
2. **He has to supervise the entire admission process without giving room for violation of merit and rule of reservation.**
3. The Verification Officer should ensure that the candidates are to attend the counseling personally and the identity should be verified with respect to the photo affixed on the applications. He should also verify the original certificates produced by the Candidates at the time of counseling.
4. The Verification Officer should ensure that the particulars of the admitted candidates should be entered in the Admission Register and Passport size photograph should be affixed against the candidates name with the attestation of the Verification Officer with stamp.
5. The Verification Officer should collect five copies of admitted list from the Private ITI with the approval of three members as mentioned above. One copy should be returned to the Private ITI concerned and obtain receipt to that effect. Three copies should be handed over to the DCP and obtain a receipt. One copy should be retained by the Verification Officer as permanent record.
6. The DCP has to collect all the copies of admitted list from the Verification Officers and consolidate into three sets. One copy of the selection of list of the district should be submitted to the Directorate and another copy to the RDD concerned duly obtaining the acknowledgement. One copy should be returned by the DCP as permanent record.