

F.21 (63)/DTTE/WCSC/Prospectus-XI /2018-19/772

Dated: 07-09-2018

Revised Schedule for Counseling

Venue of counseling: WCSC Vivek Vihar Delhi 110095

Admissions in One Year Full Time Certificate Courses

Academic Session: - September 2018 to- August 2019

The candidates must read the complete schedule and ensure their presence for seat allotment.

SN.	Activity	Date & Time
1.	Display of Tentative Rank of qualified Applicants	06-09-2018, THURSDAY (at 16:00 Hrs.)
2.	Objection filing against the Rank List by Applicants	06-09-2018 to 08-09-2018 (Saturday) (upto 13:00 Hrs.)
3.	Display of Final Rank of qualified Applicants after removing objections, if any	08-09-2018, Saturday (at 18:00 Hrs.)
4.	Admission in order of Rank & Fee deposit after verification of documents as per following schedule	
5.	All Delhi Region Candidates irrespective of the category	
a)	RANK BETWEEN 001 – 150	10-09-2018, MONDAY (Reporting time:-9.00 Hrs. to 10:00 Hrs.)
b)	RANK BETWEEN 151 - 300	10-09-2018, MONDAY (Reporting time:-12.00 Hrs.-13:00 Hrs.)
c)	RANK BETWEEN 301 –450	11-09-2018, TUESDAY (Reporting time:-9.00 Hrs. to 10:00 Hrs.)
d)	RANK BETWEEN 451 - 600	11-09-2018, TUESDAY (Reporting time:-12.00 Hrs.-13:00 Hrs.)
e)	RANK BETWEEN 601 – 750, if seats remained vacant	12-09-2018, WEDNESDAY (Reporting time:-9.00 Hrs. to 10:00 Hrs.)
f)	RANK BETWEEN 751 – 900, if seats remained vacant	12-09-2018, WEDNESDAY (Reporting time:-12.00 Hrs.-13:00 Hrs.)
g)	RANK FROM 901 to 1069, if seats remained vacant	13-09-2018, THURSDAY (Reporting time:-9.00 Hrs. to 10:00 Hrs.)
6.	All outside Delhi Region Candidates irrespective of the category	
a)	RANK FROM 001 to 190 (All Rank)	14-09-2018, FRIDAY (Reporting time:-9.00 Hrs. to 10:00 Hrs.)
7.	Commencement of the Academic Session (Orientation of the newly admitted students)	15-09-2018, SATURDAY (at 10:00 Hrs.)
8.	Display of vacant seat position, if any (ROUND – 2)	17-09-2018, MONDAY (at 16:00 Hrs.)
9.	Admission against Vacant seats & Fee deposit after verification of documents, if seats remain vacant	18-09-2018 to 20-09-2018 (TUESDAY, WEDNESDAY ,THURSDAY)
10.	Display of final vacant seat position, if required	25-09-2018, TUESDAY (10:00 Hrs. to 16:00 Hrs.)
11.	Open round, if needed	26-09-2018 & 27-09-2018 WEDNESDAY & THURSDAY (10:00 Hrs. to 16:00 Hrs.)

The candidates must read the following Instructions very carefully:-

NOTE:-

1. Admissions will be offered strictly in order of Rank generated based upon 60% of class XII qualifying marks + 40% of verbal IT Test & Interviews. Rank is displayed separately in the Rank List for Delhi and Outside Delhi Region candidates. Seats will be allotted till the availability of the seats in a particular category. Merely appearance of the name of applicant in Rank list does not qualify him/her for admission.
2. All Applicants are advised to bring all the ORIGINAL documents for verification and the requisite fee i.e. Rs. 11,800/- in form of three DDs (Rs. 10,500/- & Rs. 1,000/- two DDs in favor of DDO, ITI FOR WOMEN, VIVEK VIHAR and Rs. 3,00/- DD in favor of PRINCIPAL, WORLD CLASS SKILL CENTRE, VIVEK VIHAR) as per Counseling Schedule and refer to the procedure duly published in the Information Brochure–August 2018. Fee can be remitted by Credit/Debit/Net-banking through SBI Collect Portal prior to counseling or on the spot facility, if available at institute.
3. No individual information will be provided to the applicants. They have to refer to the instructions displayed on the Notice Board of the Institute and Department's website <https://www.tte.delhigovt.nic.in> regularly.
4. Applicants are solely responsible for information furnished by them in the Application form/mandatory documents enclosed.
5. Except the applicant, no other person is permitted to enter the premises during counseling.
6. Fees once paid shall not be refunded in the case of withdrawal of admission.
7. Allotment of seats will stop as and when the seats get filled up in a particular category based on merit/Rank.
8. Candidates claiming seats reserved in various categories viz. PD, SC, ST, OBC, DP shall also come for admission at their rank, they are falling in above category, they will be allotted seats against the seats reserved for these categories. They may also claim seat in General /open category.
9. Any candidate claiming seat against any reserve category shall be entitled for General/open category as per their merit Rank in respective region. Eligibility in respect of educational certificates and entitled reserved category certificate shall once again be checked to ensure the candidate claim.
10. The candidates are advised to adhere to the aforementioned schedule. The candidate who fails to report on the scheduled date and time, his/her candidature will be considered in the next available slot subject to availability of seat.
11. Seat will be offered after verification of the original documents.

(I) Documents required for verification:-

The candidate must bring the following documents in original for the purpose of verification:-

- a) **Acknowledgment card in original**
- b) **Mark sheet of qualifying exam in original** i.e. Class 10th passed certificate, Class 10th mark sheet, Class 12th passed certificate, class 12th mark sheet.
- c) **For Students passed from NIOS** In addition to above in case of students who have passed the qualifying examination through NIOS, the location of his/her study center proof/certificate from NIOS stating the location of study center from where the student has been enrolled at the time of verification of documents.
- d) **Reserved category certificate** Candidates seeking admission against any reserved category must bring Caste certificate required for

- claiming admission against reserved category i.e. PH/DP/SC/ST/OBC in original.
- e) **Character certificate** In original from the Head of the Institute from where the qualifying examination has been passed or from Gazetted Officer not more than 6 months old.
 - f) **Physical fitness certificate** Medical certificate indicating fitness from a registered medical practitioner /MBBS or above as per performa of medical certificate given in Information bulletin August-2018 at Annexure-1.
 - g) **Undertaking for following code of conduct** by the candidates on the prescribed form given in information bulletin August-2018 at Annexure-2 in original.
 - h) **Undertaking as per format on prohibition of ragging** by the candidate and candidate's parents/guardian in the performa provided in information bulletin August-2018 at Annexure-3.
 - i) **Fees for first Quarter** Candidate have to pay first quarter fees (September 2018 to November 2018) only at the time of counseling, amounting Rs. 11800/- in the form of three Demand Draft (two demand draft amounting Rs. 10,500/- and Rs. 1,000/- each in favor of "DDO, ITI FOR WOMEN VIVEK VIHAR DELHI 110095" payable at New Delhi, and One DD amounting Rs. 3,00/- in favor of "Principal World Class Skill Centre Vivek Vihar Delhi" He shall have to either bring the Demand Draft as above or fees can be paid online through credit card/Net banking only on "SBI Collect" portal. Rest of the fees has to be paid in quarterly mode in three installment of Rs. 10,500/- each in the month of December 2018, March 2019 and June 2019.
 - j) Any other relevant document.

(II) Important points to remember

Reservation Criteria

- Candidates passed qualifying examination from Institution located in Delhi and having reserve category SC/ST/OBC certificate from Outside Delhi, shall be considered as Delhi General Candidate.
A candidate would be considered as Delhi category candidate (SC/ST/OBC) only if both jurisdiction of his caste certificate and qualifying state is Delhi.
- Candidates passing qualifying examination from Institutions located Outside Delhi and having Delhi jurisdiction caste certificate (SC/ST/OBC) shall be considered as Outside Delhi Reserved category Candidate.
- SC/ST candidates with qualification from other state and jurisdiction of caste certificate from any state would be considered other state SC/ST CANDIDATE.
- For availing reservation under OBC category in Delhi State, Delhi OBC list will be considered.
- The creamy layer amongst OBC has been excluded from benefit of reservation to OBC.
- The **OBC NCL** Certificate must be accompanied with the original OBC certificate, if issued prior to **1st April 2018**.
- Candidates claiming reservation under **PH** category, have to submit the certificate from **VRC** (Vocational Rehabilitation Center) Karkardooma, Delhi-92. For Dyslexia a certificate of suitability as to whether the applicant is fit for undergoing the course applied for has to be submitted from competent authority/ **IHBAS(Institute of Human Behaviour and Allied Sciences, Dilshad Garden, Delhi.**

- Candidate seeking reservation under DP category must furnish the certificate from Secretary, Kendriya Sainik board/Secretary, Zila Sainik Board/officer in charge, record office of concerned service for serving personnel as detailed in information bulletin.
- Candidates pursuing any full-time regular course from any Government Institute is not eligible to take admission under any circumstances. If any candidate found to be enrolled in any regular course will be terminated at any stage of training and fees will be forfeited.
- At the time of allotment of seat, eligibility in respect of educational certificates and entitled reserve category certificate shall once again be checked to ensure the candidate's claim.
- **Seat will be confirmed** only after verification of documents & deposition of fees and allotment of roll number.
- **Fees can be paid either offline** through Demand Draft or **online by credit card/Net banking only** through SBI collect portal.
- Separate instructions for payment of fees are issued. Candidates are advised to carefully go through the instructions. For offline fee payment through demand draft refer Annexure-A & for online fee payment refer Annexure-B.
- The Academic session September 2018 to August 2019 will commence from 15 September 2018.
- Orientation of newly admitted students scheduled on 15-09-2018 from 10.00 a.m. The students are advised to bring their parents/local guardians with them for orientation.
- The student should report in formal attire along with the admission slip in original for orientation as per the time slot displayed in orientation schedule.
- The working hour of Institute is Monday to Friday from 08:30 am to 05:00 pm except Saturday/Sunday/Gazetted holidays.
- The use of mobile phones is prohibited in the Institute's Premises. If someone is found using the mobile phone it will be confiscated.
- Ragging is prohibited in the campus. Any candidate found involved in any rowdy or indiscipline which causes or is likely to cause annoyance or hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or other student will be debarred.
- Any act by a senior student that prevents disrupts or disturbs the regular academic activity, sexual harassment of any other student or fresher, shall make him/her liable to be expelled.
- The students and his/her parents/guardians are required to submit the undertaking for anti-ragging in the prescribed format available in the information bulletin August-2018 at Annexure-3.
- The candidate has to follow the code of conduct as detailed in information bulletin August 2018 and as will also be explained to him at the time of orientation.