

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
ADMISSION CENTRE: WORLD CLASS SKILL CENTRE
VIVEK VIHAR, DELHI-110095**

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No.F.1 (11)/WCSC VV/13th batch/admission/2019-20/854

Dated:03-09-2019

Supplementary Admission Academic Session August 2019- July 2020
(Round 2)

Instructions to the candidates for admission counseling against Vacant Seats

1. The candidate must read the condition of eligibility as given in the Information Bulletin August 2019 very carefully & must satisfy themselves regarding their eligibility for admission in any sector.
2. It is the sole responsibility of the candidates to ensure that they fulfill the eligibility criteria for seeking admission. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or untrue, the admission of the candidate shall be cancelled and fees would be forfeited.
3. Merely qualifying the RANK list does not guarantee admission. Seat will be offered only after document verification and checking eligibility criteria.
4. All the candidates whose name appears in the final rank list should report for counseling and document verification for admission as per the **counseling schedule given below**.
5. It is **mandatory** for the candidates to adhere to the counseling schedule. The candidate who fails to report on the scheduled date and time, his/her allotted seat would be cancelled and will be allotted to the next available candidate.
6. Admission will be offered **AGAINST VACANT SEATS ONLY** after verification of the original documents and will be confirmed after payment of Fees.
7. The candidate must bring the following documents in original for the purpose of verification:-
 - a) Acknowledgment card in original
 - b) Class 10th pass certificate
 - c) Class 10th mark sheet
 - d) Class 12th pass certificate
 - e) Class 12th mark sheet

- f) Candidate after verification and allotment of seat have to pay admission Fee for first quarter amounting Rs. 11800/- **either offline** through three Demand Drafts as detailed in Information Bulletin August 2019 or **online on SBI collect portal through CREDIT CARD or NET BANKING only. Debit card will not be accepted. Fees in the form of cash will not be accepted.** It is mandatory to pay fees at the time of counseling, in case seat has been allotted. Candidates are advised to carry the credit card while reporting for counseling.
- g) **In case, the fees is paid online through SBI collect portal** the candidate should report to the institute after paying the fees through SBI collect portal and produce payment confirmation receipt for confirmation of seat and allotment of roll number immediately. However a help desk will be set up at WCSC Vivek Vihar to assist the student for online payment of fees.
- h) **Seat will be confirmed** only after verification of documents & deposition of fees and allotment of roll number.
- i) Caste certificate required for claiming admission against reserved category i.e. SC/ST/OBC/EWS in original.
- j) 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.
- k) Medical fitness certificate from Registered Medical Practitioner/MBBS or above as per annexure-1 in Information Bulletin August 2019.
- l) Undertaking by the selected candidates on the prescribed form as per Annexure 2 (in Information Bulletin August 2019).
- m) Undertaking as per format on prohibition of ragging by the candidate and candidate's parents/guardian as per Annexure-3 in Information Bulletin August 2019.
- n) 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 study center, has to be produced (in original) at the time of verification of documents.
- o) Any other relevant document.

8. **State of Candidate:** As per admission policy, the state of candidate will be considered on the basis of his/her state of Qualifying class XII Examination. For e.g: if a candidate stays in Delhi but has passed his qualifying exam from Other State then he/she would be considered outside Delhi candidate and vice versa
9. **Category of the candidate:** Specific reservations exist for SC, ST & OBC (non creamy layer) candidates. Original Caste certificate in the name of the applicant from competent authority will have to be produced at the time of verification, failing which the candidate may be considered under general category. If the admitted candidate fails to submit the caste certificate at the time of counseling his/her admission will stand cancelled. The category of the candidate would be determined based on jurisdiction of his caste certificate and qualifying state:-
10. A candidate would be considered a Delhi category candidate (SC/ST/OBC) only if both jurisdiction of his caste certificate and qualifying state is Delhi.
11. Candidates with qualifying state other than Delhi and possessing Delhi jurisdiction Caste certificate (SC/ST/OBC) would be considered other state category candidate.
12. Candidates having Delhi qualifying state and possessing Category certificate of other state jurisdiction would be considered as Delhi General Candidate.
13. SC/ST candidates with qualification from other state and jurisdiction of caste certificate from any state would be considered other state SC/ST candidate.
14. OBC candidates qualifying from other state and jurisdiction of caste certificate from same state as qualifying state would be considered other state OBC candidate.
15. **The creamy layer amongst OBCs has been excluded from benefit of reservation from OBC category.**
16. For availing **reservation under OBC** category candidate is required to bring OBC Certificate from competent authority clearly indicating that he/she belongs to **non-creamy layer**. Statement of Family income for the previous year from all sources should also be mentioned in the certificate. The OBC (Non Creamy Layer) certificate is to be issued on or after 1st April 2019). If it is issued prior to 01-04-2019, it should be

accompanied with family Income certificate issued on or after 01-04-2019 from the competent authority mentioned in the list of approved authorities.

17. **SUB CATEGORY OF THE CANDIDATE:** Reservations exist for sub categories like EWS, Defense Personal, and Person with Disability as given below. The candidate must produce the necessary documents at the time of verification/counseling.
18. **EWS:** Candidate seeking admission under Economically Weaker Sections will have to submit income and asset certificate from competent authority as per Annexure V in Information Bulletin August 2019.
19. **Defense Personnel** (reserved for widows / wards of Military / Para Military personnel (CRPF, ITBP, BSF, CISF, NSG & Assam Rifles): Candidates seeking admission under Defense Personnel quota and weight-age will have to get their candidature certified by any of the following authorities in the prescribed Performa given at Annexure VII: a) Secretary, Kendriya Sainik Board, Delhi. b) Secretary, Rajya / Zila Sainik Board. c) Officer-in-Charge, Record Office of concerned service for serving personnel.
20. **Person with Disabilities** /Divyang (As per Rights of Persons with Disabilities Act, 2016): These candidates need to get a fitness certificate from National Career Services 9-11 Vikas Marg, Karkardooma , Delhi-110092. in the Prescribed Pro-forma, given at Annexure VI.
21. **For dyslexia:-** a certificate of suitability as to whether the applicant is fit for undergoing the course applied for has to be furnished from the competent authority/ IHBAS. (Institute of Human Behavior and Allied Sciences, Dilshad Garden, Delhi. (Annexure VII)
22. The candidates pursuing any full-time regular course from any Government Institute are not eligible to take admission under any circumstances. If any candidate found to be enrolled in any regular course he will be terminated at any stage of training and fees will be forfeited.
23. The use of mobile phones is prohibited in the Institute's Premises. If someone is found using the mobile phone it will be confiscated.
24. 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.

25. Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or fresher, shall make him/her liable to be expelled.

Counseling Schedule

Counseling for the admission in the second round against vacant seats will be held as per the following schedule:

S.N.	DATE	RANK	REPORTING TIME
1	04-09-2019	SDL 001 – SDL 100	9:00 am – 10:00 am
2	05-09-2019	SDL 101 – SDL 216	9:00 am – 10:00 am
3	06-09-2019	SOS 001 – SOS 36	9:00 am – 10:00 am

Note:- Candidates are directed to strictly adhere the Dates & Timings of Counseling for the second round.


03/09/2019
Ajay Vashisht

Principal cum Project Director