



GOVERNMENT OF TELANGANA
DEPARTMENT OF EMPLOYMENT AND TRAINING

TG ITI ADMISSIONS 2024
PROSPECTUS

Website Address: <https://iti.telangana.gov.in>

Office Address:

Commissioner of Employment & Training

Govt. ITI Mallepally Campus, Vijaynagar Colony, Mallepally, Hyderabad, Telangana -500057.

1. Industrial Training Institutes (I.T.I.s):

- a) The Industrial Training Institutes popularly known as Industrial Training Institutes (I.T.I.s) were established to ensure a steady flow of skilled workers in different trades for the domestic industry, to raise the industrial production quantitatively and qualitatively by systematic training, to reduce unemployment among the educated youth by providing the employable training and to cultivate & nurture a technical & industrial attitude in the minds of younger generation.
- b) Industrial Training Institutes play a vital role in economy of the country especially in terms of providing skilled manpower.
- c) I.T.I.s imparts Vocational Training in various Engineering and Non- Engineering Trades under Craftsmen Training Scheme (CTS) to produce skilled manpower required for industries. The syllabi of various trades are formulated by Director General of Training (DGT), New Delhi under Ministry of Skill Development and Entrepreneurship (MSDE), Government of India.
- d) In Telangana State, there are 63 Govt. I.T.I.s and 219 Private I.T.I.s imparting training in various Trades affiliated to National Council for Vocational Training (NCVT). Please refer **Annexure-I** for the list of I.T.I.s.
- e) In the State of Telangana, the training is imparted to the I.T.I. Trainees in 26 Engineering and 12 Non-Engineering trades with Two years and One year duration with entry qualification of 8th Passed and 10th Passed. Please refer **Annexure-II** for list of Trades.
- f) About 70% of the training period is allotted to practical training and the rest to theoretical training relating to Trade Theory, Workshop Calculation & Science, Engineering Drawing, Employability Skills, Library and Extra Curricular Activities etc.

2. Craftsmen Training Scheme (CTS)

- a) The Government of India introduced the Craftsmen Training Scheme (CTS) in 1950 to ensure a steady flow of skilled workers in different trades for the domestic industry. The objectives of CTS are..
- i) To equip the human resource with appropriate skills required in the industries and other service sectors.
 - ii) To make the youth more productive by providing them employable skills to achieve wage benefits as well as self-employment.
 - iii) To produce highly skilled craftsmen for the industry.
 - iv) To ensure steady flow of skilled workers for industrial / Service sectors.
 - v) To raise the quality and quantity of industrial production by systematic training of potential workers.

3. National Council for Vocational Training (NCVT):

- a) Ministry of Labour & Employment has constituted a tripartite body at the National level namely National Council for Vocational Training (NCVT) to advise the Union Government on Training Policies, Norms and Standards, Trade Testing and Certification.
- b) Now Vocational Training is under the control of Director General of Training (DGT), New Delhi, Ministry of Skill development and Entrepreneurship, Government of India.
- c) The Candidates, admitted in the trades which are affiliated to NCVT, will be issued National Trade Certificate in concerned Trades, after passing the All India Trade Test (AITT).

4. Dual System of Training (DST):

- a) The Dual System of Training (DST) is an amalgamation of theoretical training imparted through Government and Private I.T.I.s and practical training imparted through the Industry. DST helps enable Industry linkages and provide hands on experience to students on industries latest/ updated technologies.
- b) The Industry / I.T.I. have flexibility in deciding duration of training of ITI / Industry and blocks over the entire training period within this range.
- c) The availability of DST scheme depends upon the linkage with the Industry.

5. Online Admissions into I.T.I.s:

- a) Government has permitted the Commissioner, Employment and Training, Telangana, Hyderabad to make admissions into Government and Private Industrial Training Institutes through online vide G.O.Rt.No.311, LET&F Department dt.29-04-2017.
- b) Accordingly, a notification is issued by Commissioner of Employment and Training for admissions into **63** Government I.T.I.s and **219** Private I.T.I.s in Telangana State under NCVT pattern.

6. Eligibility Criteria to Apply for Admissions into I.T.I.s:

- a) Candidate shall be an Indian National.
- b) Candidates should have passed
 - (i) S.S.C. Examination conducted by State Board of Secondary Education, Telangana or any other examination recognized as equivalent such as
 - (ii) Central Board of Secondary Education (CBSE),
 - (iii) Indian Council for Secondary Education (ICSE),

- (iv) National Institute of Open School (NIOS),
 - (v) Telangana Open School Society (TOSS),
 - (vi) A.P. Open School Society (APOSS) and
 - (vii) X class examination conducted by various State Boards of Secondary Education in India.
- c) The candidates who have passed 8th class are also eligible for admission into certain Trades, Please refer **Annexure-II** for entry Qualification, but preference is given for 10th class passed / failed candidates.
- d) Candidates who have attained the age of **14 years as on 01-08-2024** are eligible. However, there is no upper age limit.

7. General Instructions to the Applicants:

- a) Single online application is adequate to apply for admissions into any of the Government and Private I.T.I.s in Telangana State. Physical form of application need not be submitted.
- b) After applying online, the options also need to be exercised in online.
- c) However, mere applying does not entitle any right for the candidate to be considered for admission unless he/she satisfies all other conditions prescribed for the purpose.
- d) The detailed program of admission will be notified in the leading newspapers. Program of Admission will also be available in the website "**<https://iti.telangana.gov.in>**" and in all the Government I.T.I.s. Candidates are advised to watch for the same.
- e) Candidates will be familiarized with the web counseling/Online Admissions procedure and the relevant information with regard to the seats open/Trades/Institutes is available in the website.

- f) No call letters will be sent to the candidates for verification process. The communication will be made through SMS to the registered mobile number of candidate. However, the information will also be available in the website **<https://iti.telangana.gov.in>**.
- g) At the end of admission process, no request for change of Trade / I.T.I. is permissible.

8. How to Apply for Admissions into I.T.I.s online:

- a) The applicants are advised to read all the instructions carefully. Also refer the User Manual available in the website. For further assistance, contact the helpline Email: **helpdesk.tsitiadmission@gmail.com** between **10.00 am to 5.00 pm** on all working days..
- b) It is mandatory that the applicants should possess **unique Aadhar Number, Unique Mobile Number and Unique Email ID** and **"No change in Mobile Number and Email ID allowed till students passed the course"**.
- c) The applicants shall keep Aadhar Card, Candidate Mobile Number, Candidate E-mail ID Scanned copy of the latest Passport size Photograph, SSC Memo or its equivalent, Caste Certificate and other certificates if any etc. ready before applying for I.T.I Admission.
- d) The process of submitting application comprises of the following steps.
 - i) Registration (Creating Login ID and Password)
 - ii) Filling of online Application Details.
 - iii) Uploading Photo and Signature
 - iv) Entering Education Details
 - v) Uploading of scanned documents
 - vi) Options Submission
 - vii) Preview and Confirm

i) Registration (Creating Login ID and Password):

- a) Visit Website <<https://iti.telangana.gov.in>>
- b) Click on "**Registration**" for New Applicant
- c) Click on "**Sign in**", If already registered
- d) Enter Name, Father and Mother Name, Gender, Date of Birth, Mobile number and E-mail ID to register.
- e) Create the Password and click Sign up, then login credentials will be sent to the registered Mobile Number and Email.

*** (No change in Mobile Number and Email ID allowed till students passed the course)**

- e) Login credentials should not be shared to any others under any circumstances.
- f) Mobile Number will be the Candidate's Login ID to submit online Admission application. This Login ID will be verified for all future admission related online activities.

ii) Filling of online Application:

- a) After Sign in, click on "**My Application**" then click Edit/View.
- b) Click on **Application details** and enter the Reservation Details from drop downs
i.e. ,
 - Religion (Hindu/Muslim/Christian/Sikh/Jain/Buddhist/Zorastrian)
 - Caste (OC/SC/ST/BC-A/BC-B/BC-C/BC-D/BC-E)
 - Local Status (Local or Non-Local)
 - Physically Handicapped (Yes or No)
 - Ex-Serviceman (Yes or No).
 - Economically weaker section (Yes or No)

- Orphan (Yes or No)
 - Enter Aadhaar Number, address and other details. and click on **"Save & Proceed"** next page.
- c) Upload scanned copy of latest passport size photo of 35mm x 45mm and Signature **(not exceeding 100kb size)** at **Photo and Signature upload** page and click on **"Save & Proceed"** next page.
- d) Select Name of the Board, Month & Year of passing from drop downs and enter the Marks/Grade Point at Education details page and click on **"Save & Proceed"** next page.
- d) Upload required supporting certificates scanned copies at **Upload Documents** page and click on **"Save & Proceed"** for next page.
- e) Submit options for selecting ITI and Trade in preferential order. Please click on "Seats Open" on the menu bar of the website for the seats open for the current session in various ITIs. Applicants are advised to prepare a list of ITI–Trade combinations (called **"Options"**) in preferential order as many options as desired, manually on a paper (please refer **Annexure-V** for format). There is no limit for number of options to be exercised. Further they are advised to consult their parents, teachers and others, before preparing such options.
- f) The applicants are instructed to get a "Print-out" of filled online application and ensure that the particulars are correct in all respects before final submission. If any of the particulars are found incorrect, edit the application, accordingly by using "Edit" option.
- g) After confirm the application details, Payment gate way will be opened to Pay the fee towards application fee through online and after payment fee only the application can be submitted and application number will be generated.

- g) If the information submitted by the applicant is found false, at any point of time, the application / seat allotted will be cancelled, besides appropriate action will be initiated against the candidate.

III, Certificates :

Candidates are required to upload only the scanned copies of the original certificates mentioned below.

i) **"SSC Marks Memo"** or its equivalent Examination (Long memo only). However, for the candidates appeared in the year 2024 short memo will be allowed, if long memo has not been issued and 8th Passed Marks Certificate issued by the School Head master incase 8th Passed Applicants.

ii) **"Caste Certificate"** from Revenue Authorities, issued by officers not below the rank of Tahsildar by the concerned state authorities in respect of BC, SC and ST candidates as per proforma given in **Annexure-VI**. The details of sub-caste and Serial number of the caste in the groups of BC / SC and ST are to be given in the Certificate.

iii) **"Date of Birth Certificate"** showing the Date of Birth for the candidates who have not passed SSC and passed VIII class.

iv) **"Bonafide Certificate"** (Certificate of study) for the entire period of education from Class I to VII to determine Local or Non-Local.

v) **"Certificate of Residence"** in the format given in **Annexure-IX** for the candidates who appeared for the qualifying examination privately 7 years immediately preceding the date of commencement of relevant qualifying examination he/ she first appeared is to be issued by an Officer not below the rank of TAHSILDAR by the concerned state authorities.

- vi) **“Physically Handicapped Certificate”** in the format given in **Annexure-VII**, issued by State/District Medical Board in case of Physical handicapped candidate (Vide G.O.Ms.No.109, Women’s Development, Child Welfare & Labour Department, Dt.15-6-1992).
- vii) **“EWS Certificate”** in the format given in **Annexure-X** issued by an Officer not below the rank of TAHSILDAR.
- viii) **Ex-Serviceman Certificate”** from service in case of Ex-Servicemen and Service Certificate in case of serving personnel from competent authority. (at **Annexure-VIII**)
- ix) **“Conduct Certificate”** from the Head of the Institution where last studied.
- x) **“Income Certificate”** issued by Tahasildar in 2024 for those who are eligible and intend to claim Fee Reimbursement.
- xi) **“Death Certificate/s”** of parent/s issued by the appropriate authority in case of Orphan/Semi Orphan candidates.

9. Rejection of Candidature:

- a) The applicant’s candidature is liable for rejection on the following grounds:
1. If the candidate submits incomplete application.
 2. If the candidate furnishes false or incorrect information
 3. If the candidate fails to satisfy the conditions of eligibility
 4. If the candidate do not exercise the options online.
 5. If the candidate do not pay application fee.
- b) In case the application is rejected, no correspondence will be entertained and the verification fee will not be returned, however, on receiving SMS that the form is rejected. He can apply again, with different mobile, with in the last date of application.

10. Reservation of seats:

The mode of "Seats Allocation" will be based on "Merit-cum-Reservation" as per the rules in force.

- a. **Local Reservation:** In the Admissions into I.T.I.s, 5% seats are open to all (both Local and Non-Local candidates). However, the remaining 95% seats will be filled by the Local Candidates only.
- b. **Caste Reservations:** Reservation of seats in favour of SC/ST/BCA/ BCB/BCC/BCD/BCE Candidates shall be made in non-minority and other than special category institutions as per the following percentages.
 - **SC-15%, ST-10%, BCA-7%, BCB-10%, BCC-1%, BCD-7% BCE-4%**
- c. **EWS Reservation:** Reservation of seats for Economically Weaker Section candidates to the extent of **10%** subject to State Government approval.
- d. **Women Reservation: 33.33%** of total seats in all non-minority Co- Educational institutions are reserved for women candidates in each reservation category. If sufficient numbers of candidates are not available to fill the seats reserved for women, they will be offered to the boys of the same category.

However..

- i) Only women candidates are allowed to admit in
 - Govt. I.T.I.(Girls) Mahabubnagar, Mahabubnagar
 - Govt. QQS I.T.I. (Girls) Santhoshnagar, Hyderabad
 - St. Joseph Private ITI (Girls) Hanumakonda, Warangal
- ii) Only Boys candidates are allowed to admit in
 - Govt. ITI, Hathnoora, Sangareddy, District
 - Govt. ITI, Krishnasagar, Bhadradi Kothagudem District.

- e. **Person with Disability (PWD) Reservation:** Reservation of seats to the extent of **4%** subject to Government Approval for Person with Disability (PWD) candidates as per the RPWD Act, 2016, Govt. Memo No. 91/CET-Emp v/A2/2023, dt: 09-10-2023 of LE&T dept along with MSDE-19/02/2018-CD(Pt)(62055), Dt: 25-09-2023 of DGT, New Delhi. However, the right of admission in to I.T.Is/Trades is based on the fitness of the candidate and **please refer Annexure-IV** for list of trades suitability to PWDs is indicating as per RPWD Act-2016. The decision of the Department authorities is final in this regard.
- f. **Ex-Serviceman Reservation:** Reservation of seats to the extent of **2%** for the children of Ex-Servicemen and defence personnel including Border Security Force and Central Reserve Police, subject to the condition that ...
- i) Candidates whose parents are domicile of Telangana based on permanent address/hometown declared by them while joining the service and as recorded in their service register.
- ii) The candidate shall also submit a certificate from the Director, Sainik Welfare Board/Zilla Sainik Welfare Board as to their eligibility to be considered under this quota specifying the category to which the applicant belongs with attested copies of the documentary evidence for claim as given in **Annexure-VIII**.
- iii) The decision of T.S. Sainik Board or its nominee is final and binding on the Candidates in this regard.
- g. **Reservation in Special Category I.T.I.s:**
- i) In Government I.T.I. (Girls) Mahabubnagar seats are filled as per the below mentioned reservation percentages.
- **SC-60%, ST-10%, BCC-10%, BCA/BCB/BCD/BCE-10% & OC-10%**

ii) In Government I.T.I. Hathnoora, Sangareddy Dist. seats are filled as per the below mentioned reservation percentages.

- **SC-60%, ST-10%, BCA/BCB/BCC/BCD/BCE –10% & OC-20%**

iii) In the following Four Government Industrial Training Institutes the reservation for filling the seats is **ST- 90% and OC-10%**.

- Govt I.T.I. Mannanur, Nagarkurnool District.
- Govt I.T.I. Krishnasagar, Bhadradi Kothagudem Dist.
- Govt I.T.I. Utnoor, Adilabad District.
- Govt I.T.I. Eturunagaram, Jayashankar Bhupalapally District.

iv) In Grace Private ITI, Manugur, **50%** of seats are reserved for the Orphan/Semi Orphan candidates. Remaining 50% of seats are filled with existing reservation system.

h. Reservation in Minority I.T.I.s :

i) **Government I.T.I. (Minority) Bodhan:** 100% seats reserved to the minorities (Muslim, Christian, Sikh, Jain, Buddhist and Parsi /Zorostrian) and admissions are allowed through online only.

ii) **Private Minority I.T.I.s:** 100% seats reserved to the respective minority category, and admissions are allowed through online only. The lists of Private Minority I.T.I.s are as follows..

- Jahangir Peeran Private ITI, Mahabubnagar. (Muslim Minority)
- Boys Town Private ITI, Darulshifa, Hyderabad (Christian Minority)
- HEH Allauddin Private ITI, Boggulakunta, Hyderabad. (Muslim Minority)
- Jafferia Private ITI, Darushifa, Hyderabad. (Muslim Minority)
- Anjuman Omar Private ITI, Musheerabad, Hyderabad (Muslim Minority)

- Mount Carmel Boys Town (MCBT) Private ITI Paloncha, Bhadradi Kothagudem District. (Christian Minority)
- Fatima Private ITI, Kazipet, Warangal Urban District.(Christian Minority)

11. Mode of Seats Filling :

- a) Admissions into I.T.I.s will be allowed as per the rules in vogue and subject to any amendments issued by Government of Telangana from time to time
- b) All candidates are eligible to compete for unreserved seats and Local candidates are eligible for Open competition (OC) seats and they will be filled first followed by the seats earmarked for reservation categories.
- c) The seats will be allocated strictly basing on the merit-cum-reservation and in the preferential order of options exercised by the candidates subject to eligibility in all other respects.
- d) If sufficient numbers of women candidates are not available to fill up seats reserved for Women category, they will be filled by conversion to General of respective reservation category.
- e) If sufficient number of candidates of any particular group of Backward Classes namely, A,B,C,D & E are not available to fill up seats reserved for that group, they may be filled by conversion to other BC groups as per rules in vogue in the order of merit. If the required numbers of candidates are not available from all five groups, the unfilled seats will be added to general pool of the local area.
- f) If sufficient numbers of candidates are not available to fill seats reserved for Scheduled Tribe, they may be filled by suitable candidates from Scheduled Caste and Vice-versa. If the required numbers of candidates are not available from both categories, the unfilled seats will be added to general pool of the local area.

- g) The Scheduled Tribes / Scheduled Castes / Backward Class candidates seeking admission shall produce Community Certificate in the prescribed Proforma as given in **Annexure - VI.**
- h) The candidates claiming themselves as SC / ST / BC candidates and who do not submit such valid certificates in the prescribed form or submit those certificates in improper form will not be considered as SC/ST/BC candidates (as the case may be). They will be treated as OC candidates only.
- i) The caste claims of BC / SC / ST candidates are subject to verification and report by Commissioner of Backward Classes Welfare / Director of Social Welfare / Director of Tribal Welfare respectively. The admission of the candidates is provisional till the genuineness of the claim of BC / SC / ST candidates is certified by the above said respective authorities.
- j) In certain Govt. I.T.I.s covered under PPP scheme, 20% of seats are reserved under Institute Management Committee (IMC) quota. If the candidate is interested in IMC quota seats by paying the prescribed Tuition Fee, he can also opt IMC quota seats in online, subject to the condition that he shall pay the Tuition Fee at the respective Govt. I.T.I., if the IMC quota seat is allotted.

12. Fee Details :

- a. At the time of Application, Applicant shall pay the Application Fee of Rs. 100/- through online gateway.
- b. At the time of admission, the selected candidate shall pay Tuition Fee and Caution Money Deposit as applicable.
- b. For Government I.T.I.s there is no Tuition Fee, except for IMC seats. For admission into IMC quota seats, the Tuition Fee will be collected as decided by the respective IMCs. For details please refer **Annexure-III.**

- c. For Private I.T.I.s the Tuition fee is prescribed vide G.O.Rt.No.261, LET&F (Emp-Vig) Dept, dated 11-06-2018 as detailed below.

Sl. No.	Trade Type	For Urban Areas (per annum)	For Rural Areas (per annum)
1.	Engineering Trades	Rs. 16,500/-	Rs. 15,000/-
2.	Non-Engineering Trades	Rs. 13,200/-	Rs. 12,000/-

- d. However, the Tuition fee and Caution Money Deposits chargeable in all Government and Private I.T.I.s will be subject to revision by the Government from time to time.
- e. The candidates who are exempted from payment of fee have to apply for fee reimbursement through online. However, the orders issued by the Government in this regard from time to time shall apply.
- f. Govt. have decided to link the scholarship applications with the Aadhaar number for effecting the cash transfer scheme. For this every student must furnish the aadhaar number vide Govt. Memo no. 16635/sw. Edn. 2/2012-4, dated 29-12-2012.
- g. The Caution money deposit is Rs.60/- in Govt. I.T.I.s and Rs.100/- in Private I.T.I.s. However, the candidates belonging to SC / ST (indicated by Government) categories will be exempted from payment of Caution Money Deposit.

13. Reporting for Admission :

- a) The Provisional Allotment of Trade and I.T.I is intimated to the candidates register mobile and email address. The same information will also be available on the website.
- b) Separate Seat Allotment Letter / Intimation Letters will not be sent to the candidates.

- c) Candidates shall download the Provisional Seat Allotment Letter from the Website through individual login.
- d) Candidates shall report at the allotted I.T.I. along with the Provisional Allotment Letter and all Original certificates within the prescribed time.
- e) The candidate shall also pay the Tuition Fee prescribed at Para 12 (c), if he/she is admitted into Private I.T.I.
- f) However, if the candidate gets seat in another I.T.I. during the subsequent phases/ spells, the ITI Management shall refund such Tuition fee to the candidate.
- g) The candidate shall pay the prescribed Tuition Fee, if he is admitted into IMC quota seat. For fee details refer **Annexure-III**.
- h) Candidates who fail to report in time at the allotted I.T.I. or do not pay the fee, or do not submit the original certificates allotted seat will be cancelled and further will have no claim on the admission into I.T.I.s.
- i) After completion of the first spell allocation of seats, if vacancies exist, there will be sliding process in allocating such vacant seats basing on the fresh options exercised through online, in subsequent spells.

14. To Remove Ambiguity, if any:

If any ambiguity or doubt arises in the interpretation and implementation of these rules, the decision of the Director of Employment and Training will be final.

COMMISSIONER
Dept. Employment & Training