

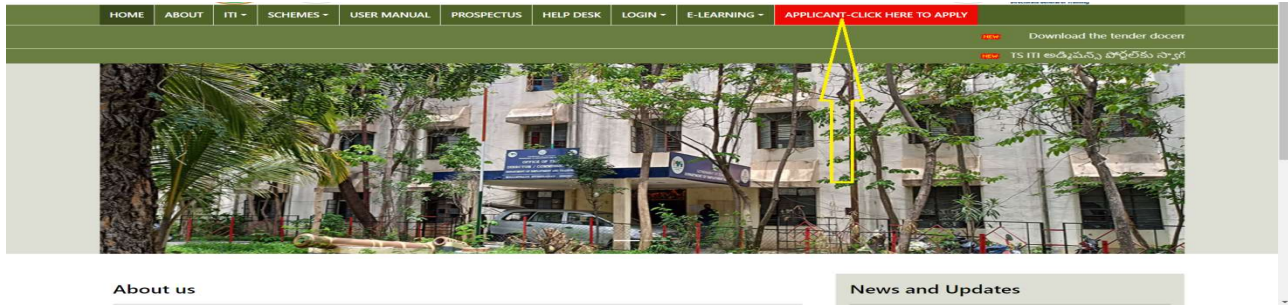


**GOVERNMENT OF TELANGANA**  
DEPARTMENT OF EMPLOYMENT AND TRAINING



## TG ITI ADMISSIONS - 2024

### Guidelines to fill up the Online Application Form for TS ITI Admissions-2023



### Applicants are required to keep the following things ready before start applying:

1. Should preferably keep ready the own Mobile Number for Registration to receive SMS based Notifications/ Communications related to the Online Application, Seat Allotment, Reporting and Trainee Profile Verification etc.
2. Should keep the Mobile number running till to the completion of Course/Trades and **No change of Mobile number is allowed till passed out the Trade/course** (subsequently, if admitted).
3. Should preferably keep ready the own E-mail ID for receiving Notifications/ Communications for all future correspondence related to the Online Application, Seat Allotment, Reporting.
4. Should keep the E-mail running till to the completion of Course/Trades and **No change of E-mail is allowed till passed out the Trade/course** (subsequently, if admitted).
5. Should keep ready the Adhar with details updated with SSC Memo as it is and link the own Mobile number to collect the OTP while adhar e-kyc.
6. If Adhar details are mismatched with SSC details, further trainee verification will be pending and admission is not confirmed and deemed to be cancelled.
7. Should keep ready a **soft** copy of recent Passport size colour Photograph and File size should be between **40kb to 100kb** in "jpeg" format only).
8. Should keep ready a copy of Signature of the applicant in **Blue/Black** ink on white background. File size should not be more than **100kb** in "jpeg" format only).
9. Should keep ready the colored scanned copies of all certificates with good resolution. If uploaded blur/Not visible scanned certificates, the Application would be rejected.
10. Should keep ready the good internet connectivity.

### **Steps to be followed for filling the Online Application:**

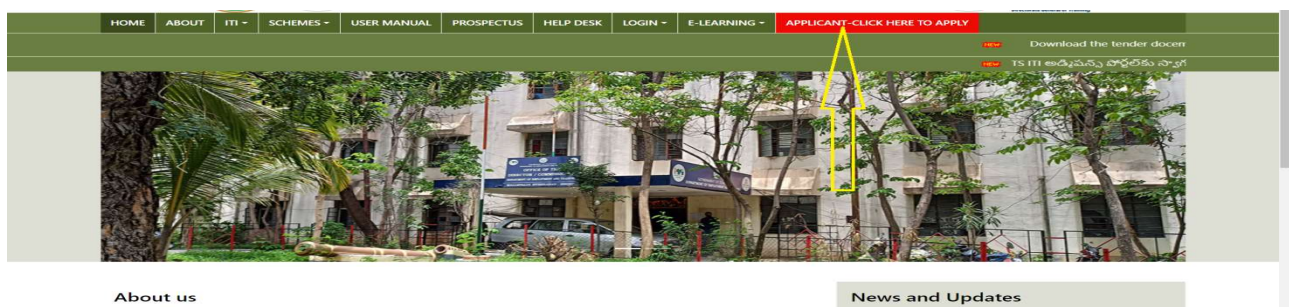
The entire process of filling the online Application form can be completed as given below.

#### **The steps are:**

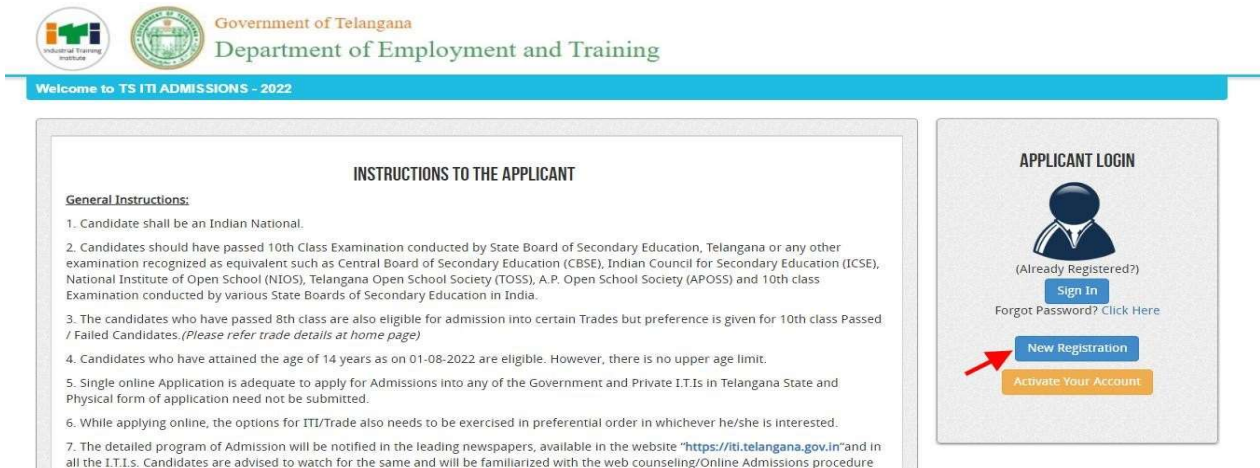
1. Register yourself for the ITI Online Application process at <https://iti.telangana.gov.in> and Click here to apply.
2. Enter your Name, Mobile Number, E-Mail ID and create your own password and Sign up and login for application fillup.
3. The applicant is required to fill his/her Name/Fathers Name/Mothers Name/Date of Birth accordingly **as per SSC Marks Memo/other equivalent** in **Personal details**.
4. In the next step, the applicant may be required to fill the Educational Details (as per requirement).
5. In the next step, the applicant is required to upload scanned image file of his/her Photograph and Signature and scanned documents one by one.
6. In the next step, the applicant is required to select the ITI/Trade Options accordingly as per the interest.
7. Once all the details are filled in, the candidate is required to review the details entered and Confirm. No editing will be allowed once the application is confirmed by the student.
8. After confirm the details, and then Payment gateway will be opened to pay the prescribed amount towards Application fee. Then take the print of filled Application and keep the copy for future reference.

### **Step by step guide with screenshots for the complete process is given below.**

**Step 1:** Please click on “**Click here to Apply**” link given on the home page of the Admission Portal from the website: <https://iti.telangana.gov.in/index.html>



**Step 2:** On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link "**New Registration**". Please click on this link.



The screenshot shows the website header with the Government of Telangana logo and the Department of Employment and Training. Below the header, there is a blue banner that says "Welcome to TS ITI ADMISSIONS - 2022". The main content area is divided into two sections:

**INSTRUCTIONS TO THE APPLICANT**

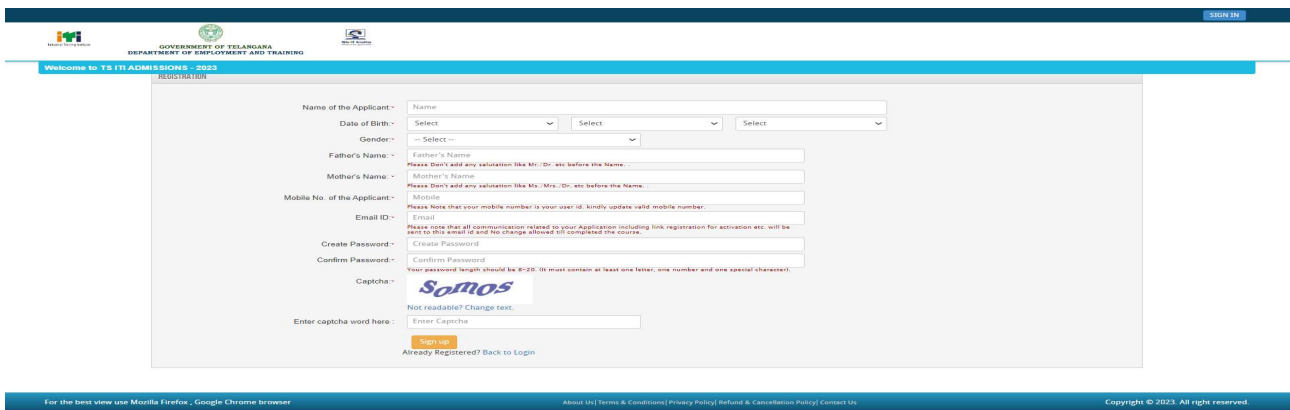
**General Instructions:**

1. Candidate shall be an Indian National.
2. Candidates should have passed 10th Class Examination conducted by State Board of Secondary Education, Telangana or any other examination recognized as equivalent such as Central Board of Secondary Education (CBSE), Indian Council for Secondary Education (ICSE), National Institute of Open School (NIOS), Telangana Open School Society (TOSS), A.P. Open School Society (APOSS) and 10th class Examination conducted by various State Boards of Secondary Education in India.
3. The candidates who have passed 8th class are also eligible for admission into certain Trades but preference is given for 10th class Passed / Failed Candidates. (Please refer trade details at home page)
4. Candidates who have attained the age of 14 years as on 01-08-2022 are eligible. However, there is no upper age limit.
5. Single online Application is adequate to apply for Admissions into any of the Government and Private I.T.Is in Telangana State and Physical form of application need not be submitted.
6. While applying online, the options for ITI/Trade also needs to be exercised in preferential order in whichever he/she is interested.
7. The detailed program of Admission will be notified in the leading newspapers, available in the website "<https://ti.telangana.gov.in>" and in all the I.T.I.s. Candidates are advised to watch for the same and will be familiarized with the web counseling/Online Admissions procedure.

**APPLICANT LOGIN**

(Already Registered?)  
 Sign In  
 Forgot Password? Click Here  
 New Registration  
 Activate Your Account

**Step 3:** When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red colored bullets" and selects your field and fill up all details. These fields cannot be left blank. Once you fill the details, you can click on the "**Sign up**" button at the bottom for completing the registration process.



The screenshot shows the registration form on the website. The form is titled "REGISTRATION" and includes the following fields:

- Name of the Applicant: Name
- Date of Birth: Select
- Gender: Select
- Father's Name: Father's Name
- Mother's Name: Mother's Name
- Mobile No. of the Applicant: Mobile
- Email ID: Email
- Create Password: Create Password
- Confirm Password: Confirm Password
- Captcha: Somos

Below the form, there is a "Sign up" button and a link for "Already Registered? Back to Login".

\*\*Password needs to be entered 2 times. Both should be same. Otherwise, it will show an error.

**NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.**

When you click the "Sign up" button a new pop-up showing registration details will be displayed. Click on the "**Confirm**" button for completing the registration process.

#### Step 4: Activation and validation of Registration:

On successful submission of your registration details, you would be shown a confirmation message on the screen. You will also **receive an e-mail** containing a activation link on the registered e-mail. You should click on this activation link to confirm, complete your registration process and activate your user account.

Note: This confirmation and activation link email might land in your "**Spam Folder**" or "**Junk Folder**" or "**Promotion**" etc. So, in case you don't find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder" or Promotions.

If you find the e-mail from [tnauonlinein@gmail.com](mailto:tnauonlinein@gmail.com) in your "Spam Folder" or "Junk Folder", please report it as "Not Spam" and/or add the same to your contact list so that you receive subsequent e-mails from [tnauonlinein@gmail.com](mailto:tnauonlinein@gmail.com) in your Inbox.

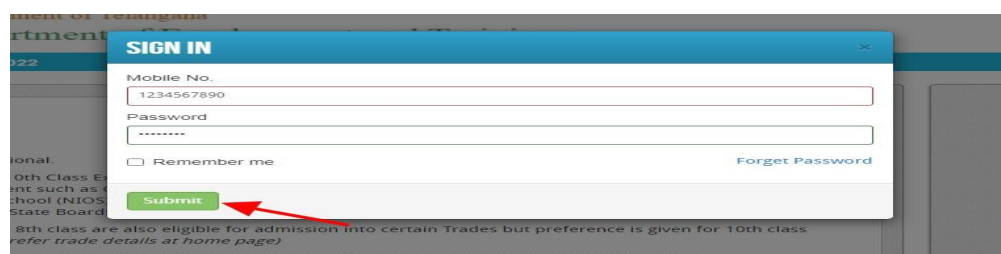
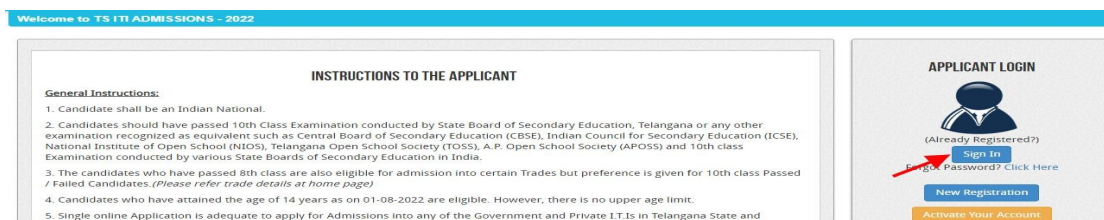
Always check your "Spam Folder" or "Junk Folder" for e-mails from the Online Application Portal.

After successful validation, you will be allowed to login and you will be directed to My Application section.



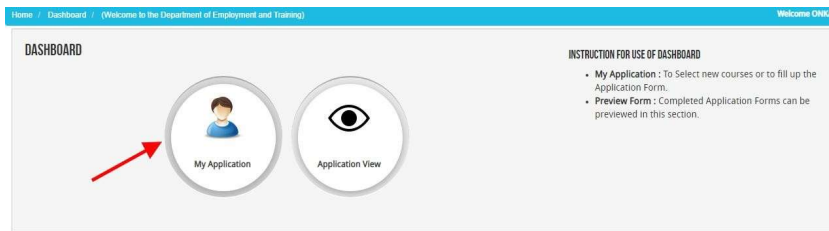
## How to fill up the Application form?

**Step 1:** After activation and validation of your Registration, you can Sign In for Application.





After successful login, you will be directed to a **Dashboard** page. Now click on the **MyApplication** tab as shown in the screenshot below.



Now go to **My Application** page, Fill all the details as per the educational qualification and supporting documents.

Stage	Description	Status
1	Personal Details	Completed
2	Education Details	Completed
3	Documents Upload	Completed
4	Options Submission	Completed
5	Pay and Submit	Completed

**Note:** Mandatory fields have been marked with red asterix. After filling all the mandatory fields you will be allowed to 'Save' the form

After filling all the details click on the 'Save and Continue' Button

**Educational Details:** Enter the educational Details and Marks /GP as per the Qualified Mark sheet.

The screenshot shows a web application interface for entering educational details. The left sidebar contains navigation options: 'Application Status', 'Educational Details', 'Photo and Signature upload', 'Documents Upload', 'Options Submission', and 'Preview and Submit'. The main form area includes the following fields:

- Qualification: 10TH PASS
- Name of the Board/School: cgbsc
- Year of Passing: 2011
- Marks Type: Marks

Below these fields is a table for 'SUBJECT WISE MARKS / GPA DETAILS':

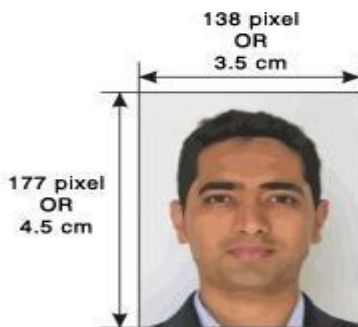
Sl. No.	Subject Name	Maximum Marks	Mark secured	GP (Grade Point)
Subject 1:	Home Science	100	400	
Subject 2:	Indian Culture & Heritage	100	400	
Subject 3:	Science & Technology	100	400	
Subject 4:	Second Language	100	400	
Subject 5:	Science	100	400	
Subject 6:	Social Studies	100	400	
Cumulative Grade Point Average (CGPA):				

At the bottom right of the form, there is a green button labeled 'Save & Proceed'.

After filling up application click on the 'Save and Proceed' Button given at the bottom. Ensure you have filled up all the required field of the educational details.

### Documents upload:

**Photo & Signature:** To upload the image file of your scanned passport size colour photograph and signature, click on the 'Upload Photograph and Signature' button available on the left panel. (Your **scanned Passport Photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 kb).



If you are facing any problem to upload your photo you are requested to resize your photo as per the sample images shown here. To resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager.
2. Now from the top menu bar, Click Picture → Resize.
3. Now from the right side bar, Select the radio button Custom width x height, and write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu.
5. Then save the file.

Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click on the 'Upload Photo' and 'Upload two Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

**Documents Upload:** Upload scanned copies of all supporting certificates which are already scanned, **“Save & Proceed”**.

**PHOTO & SIGNATURE UPLOAD:**

**UPLOADED PHOTO**

Choose File | No file chosen  
(Passport size colour photo 4.5 cm x 3.5 cm)  
 Note: Uploaded image is to be between 40KB to 100KB should be in .jpeg or .jpg format.

Upload Photo

**UPLOADED SIGNATURE**

Choose File | No file chosen  
Note: Uploaded image is to be between 40KB to 100KB only .jpeg, .jpg formats are allowed.

Upload Signature

Note: Please upload a clear Photograph.  
 You can proceed forward only after uploading your photograph and signature.

Save & Proceed

Home / Dashboard / (Welcome to the Department of Employment and Training) Welcome ONKAR SAHU

**APPLICATION INFORMATION** Back to My Application View Brochure

**DOCUMENTS TO BE UPLOADED:**

Note: Kindly Upload Document One By One i.e., Complete First Row Upload and then Move On to Next and so on.

Document Uploaded Successfully

Name of the Document	Uploaded link	Upload
10th / 8th Latest Mark sheet	Click here to view the document	Choose File   No file chosen   Upload
EWS Certificate	Click here to view the document	Choose File   No file chosen   Upload
Study / Bonafide Certificate	Click here to view the document	Choose File   No file chosen   Upload
Other Document (Optional) (Upload All Other Document in Single PDF Form)	Click here to view the document	Choose File   No file chosen   Upload

Note:

- Showing of which document uploaded is not before proceed.
- You can proceed forward only after uploading your document as shown above, these document are being asked in connection with the details entered by you in the Applicant details section.

Save & Proceed

**Options Submission:** Applicant should submit the Options as per his/her Preference by selecting District/ Govt. or Private/ ITI Name/Trade Name, after confirming preference selection list appear with fee details and repeat the same procedure for number of options, **“Save & Proceed”**.

Home / Dashboard / (Welcome to the Department of Employment and Training) Welcome 8817941647

**APPLICATION INFO** Back to My Application

**PREFERENCE SELECTION LIST**

Priority	District	Govt/Private	ITI	TRADE	Fee Details	Action
1	Hyderabad	Government	Govt. ITI, Musheerabad	Turner (NSQF)	Free Seat	Delete

**COLLEGE PREFERENCE**

District: --Select-- Govt/Pvt(Type): --Select-- ITI: --Select-- Trade: --Select--

Save & Lock Preference Cancel

**KINDLY CONFIRM FEES STRUCTURE**

College Name	Trade	Fees
Govt. ITI, Musheerabad	Turner (NSQF)	Free Seat

Yes No






**TS ITI ADMISSIONS - 2022**  
GOVERNMENT OF TELANGANA  
DEPARTMENT OF EMPLOYMENT AND TRAINING



**APPLICATION FROM**

Session :2022-23/24

1. Details:					
Name:	ONKAR SAHU	Date of Birth:	04 / April / 1995		
Gender:	Male	Category:	OC		
Registered Mobile No :	8817941647	Registered E-mail :	onkar.ispl@gmail.com		
Religion:	Hindu	Local Status:	Non - Local		
Physical Challenged:	No	Percentage of Disability:	N/A		
Ex - Serviceman:	No	Orphan:	No		
Aadhar Number:	8798798797				
2. Permanent Address:					
Street/Area:	501 Raipur, Near Telibandha, Raipur				
Post Office:	Raipur	District:	Raipur		
PIN/ZIP code:	492001	State:	Chhattisgarh		
3. Communication Address:					
Street/Area:	501 Raipur, Near Telibandha, Raipur				
Post Office:	Raipur	District:	Raipur		
PIN/ZIP code:	492001	State:	Chhattisgarh		
4. Education Details:					
Education Details:	10TH PASS		Board / School:	cgbsc	
Subject	Max Marks	Secured Marks	Secured Grade Points		
Home Science	100	98	10		
Indian Culture & Heritage	100	98	10		
Science & Technology	100	98	10		
Second Language	100	98	10		
Science	100	98	10		
Social Studies	100	98	10		
Total Max Marks : 600		Total Secured Marks : 588	Grade Point Average GPA : 10.0		
5. Detail of Document Uploaded:					
- 10th / 8th Latest Mark sheet	- EWS Certificate	- Study / Bonafide Certificate	- Other Document (Optional)		
6. Option Submission:					
Priority	District	Govt / Private	ITI	Trade	Fee Details
1	Hyderabad	Government	Govt. ITI, Musheerabad	Turner (NSQF)	Free Seat
<b>DECLARATION:</b>					
I hereby declared that the information furnished above are correct and true to the best of my knowledge. If found otherwise, I undertake to forego my candidature and seat in the ITI if selected.					
I further declare that I had read and understood the entire content of the TS ITI ADMISSIONS 2022 Information Prospectus.					
Date: 05-07-2022					
 (Signature of the candidate) Printed on : 05-07-2022 07:09 PM					
<input checked="" type="checkbox"/> I CONFIRM THE ABOVE					
<input type="button" value="Confirm &amp; Submit"/> <input type="button" value="Go Back"/>					

All details filled by you will appear on the screen, Check all the details properly and click on the **I CONFIRM THE ABOVE** checkbox option & then Click on the '**Confirm & Submit**' button to proceed the payment.

**Pay & Submit:** Applicant should select the Payment Method for pay the Application fee i.e online, Net banking/UPI/Phone pay/Google pay/QR code.

After successful payment applicant 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. Then “**Save & Proceed**”.



**TS ITI ADMISSIONS - 2022**  
GOVERNMENT OF TELANGANA  
DEPARTMENT OF EMPLOYMENT AND TRAINING



Application Id: 211000011

**APPLICATION FROM**

Session :2022-23/24

**1. Details:**

Name:	<b>ONKAR SAHU</b>	Date of Birth:	<b>04 / April / 1995</b>
Gender:	<b>Male</b>	Category:	<b>OC</b>
Registered Mobile No :	<b>8817941647</b>	Registered E-mail :	<b>[REDACTED]</b>
Religion:	<b>Hindu</b>	Local Status:	<b>Non - Local</b>
Physical Challenged:	<b>No</b>	Percentage of Disability:	<b>N/A</b>
Ex - Serviceman:	<b>No</b>	Orphan:	<b>No</b>
Aadhar Number:	<b>[REDACTED]</b>		

**2. Permanent Address:**

Street/Area:	501 Raipur, Near Telibandha, Raipur		
Post Office:	Raipur	District:	Raipur
PIN/ZIP code:	492001	State:	Chhattisgarh

**3. Communication Address:**

Street/Area:	501 Raipur, Near Telibandha, Raipur		
Post Office:	Raipur	District:	Raipur
PIN/ZIP code:	492001	State:	Chhattisgarh

**4. Education Details:**

Subject	Max Marks	Secured Marks	Secured Grade Points
Home Science	100	98	10
Indian Culture & Heritage	100	98	10
Science & Technology	100	98	10
Second Language	100	98	10
Science	100	98	10
Social Studies	100	98	10
<b>Total Max Marks : 600</b>		<b>Total Secured Marks : 588</b>	<b>Grade Point Average GPA : 10.0</b>

**5. Detail of Document Uploaded:**

- 10th / 8th Latest Mark sheet	- EWS Certificate	- Study / Bonafide Certificate	- Other Document (Optional)
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**6. Option Submission:**

Priority	District	Govt / Private	ITI	Trade	Fee Details
1	Hyderabad	Government	Govt. ITI, Musheerabad	Turner (NSQF)	Free Seat

**DECLARATION:**

I hereby declared that the information furnished above are correct and true to the best of my knowledge. If found otherwise, I undertake to forego my candidature and seat in the ITI if selected.

I further declare that I had read and understood the entire content of the TS ITI ADMISSIONS 2022 Information Prospectus.

Date: 05-07-2022

(Signature of the candidate)

Printed on : 05-07-2022 07:10 PM

**Rejection of Application:** The applicant's candidature is liable for rejection on the following grounds:

- If the Applicant submits incomplete Application.
- If the Applicant fails to satisfy the conditions of eligibility.
- In case the application is rejected, no correspondence will be entertained.
- 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.

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