Student User Manual

For

Online Admission System

Skill Development & Industrial Training Department, Haryana

Table of Contents

S. No	Particulars	Page No.
1.0	Introduction	3
2.0	Online Admission System	4-7
3.0	General Instructions for Online Admission	8
4.0	Steps for Filling Online Admission Form	9-21

Skill Development & Industrial Training Department, Haryana is imparting skill based training to the unemployed youth of state through the network of 149 Govt. (116 Co-educational & 33 institutes exclusively for women) and 223 Private Industrial Training Institutes under Craftsman Training Scheme. Engineering / Non- Engineering trade courses of one and two year duration are being run in these institutes. During current academic year 2016-17, 58748 sanctioned seats in 3430 trade units have been released for admission in Govt. ITIs and 33531 sanctioned seats in 1966 trade units have been released for admission in Private ITIs. Admission process for the session 2016-17 has been completed and total 72307 candidates admitted to Govt. & Pvt. ITIs.

In the year 1966, when Haryana came into being, there were 48 Govt. Industrial Training Institutes with 7156 sanctioned seats. Now, there are total 372 Govt. & Pvt. Industrial Training Institutes in the state with 88764 sanctioned seats offering courses in 75 different trades. Quality of training in ITIs is being upgraded regularly by improvement in curriculum, training methodology and training of trainers through industry sector councils at Govt. of India level. New trades are also being introduced as per market demand.

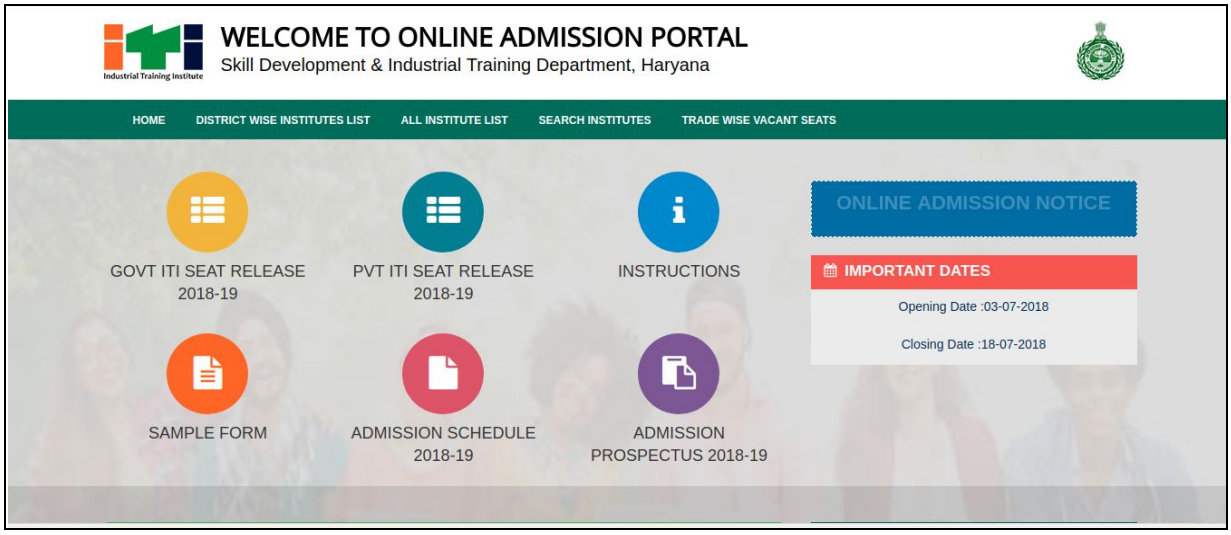
All Govt. ITIs are under the control of Director, Skill Development & Industrial Training Department Haryana for financials and day to day administration. Private ITIs are non-aided training institutes which also come under the purview of the State Directorate. The Director controls adherence to the syllabi, academics and examination pattern of the DGT, Ministry of Skill Development & Entrepreneurship, Govt. of India. Trade certificates to the passing out trainees are issued by National Council of Vocational Training /State Council for Vocational Training.

1.0 Getting Started

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.

2. On the address bar please type http://online.itihry.com and then press **"ENTER"** key from your keyboard.

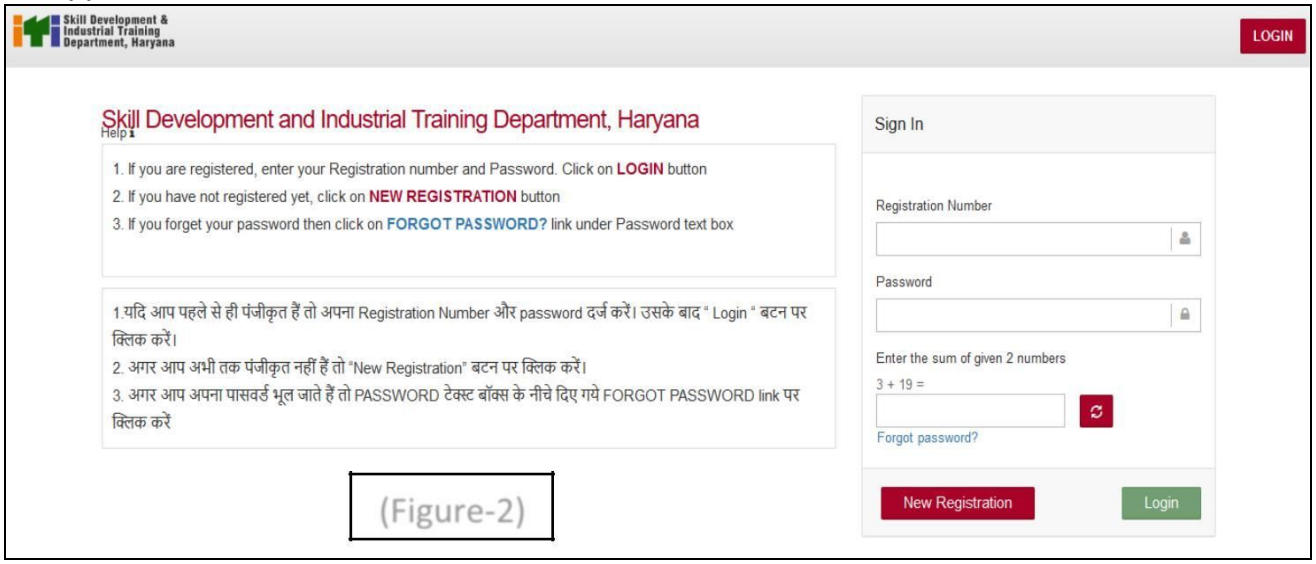
3. Then, the following page of Online Admission ITI website will open.



(Figure-1)

4. Now, click on the "**Online Admission 2018-2019** link as shown in Figure. 1

5. Now, Homepage of the Online Admission System as shown in Figure- 2, will appear



(Figure-2)

(Figure-2)

You can also go to the Online Admission page directly in the following way:

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.

2. On the address bar please type http://admission.itihry.com/web/ and then press **"ENTER"** key from your keyboard.
3. In this way also you will reach to Online Admission page as showing Figure. 2

2

Online Admission System

2.0 Home Page of Online Admission System

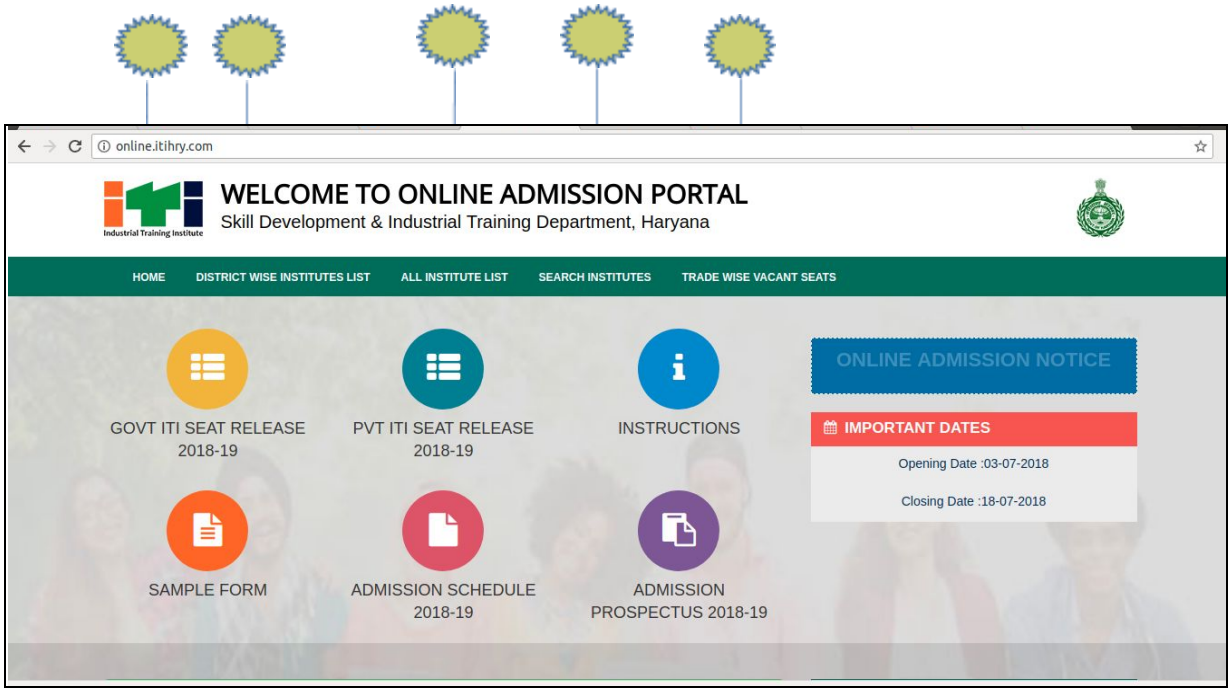
If you see the Homepage of Online Admission System, you will find that there are 12 links on this page. Now, see the Figure-3 given below which will give you information about the content covered in each link:

1. On clicking **link #1**, you will reach **the Homepage of the Online Admission System** as shown in Figure-2.

2. On clicking **link #2,** you will get information **About District Wise Institute List**.

3. On clicking **link #3**, you will get information **All Institute List**.

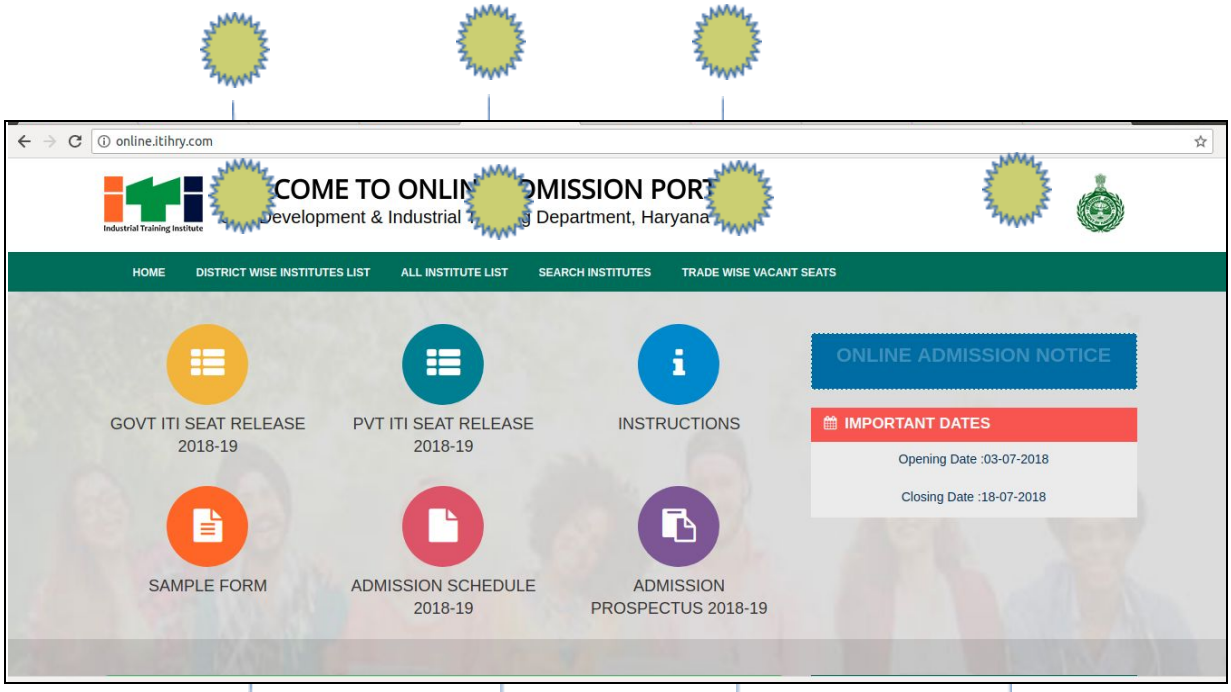
4. On clicking **link #4**, you will be re-directed to the "**Search Institute**" screen. Here, by selecting your required information you can get the trade wise institute list.



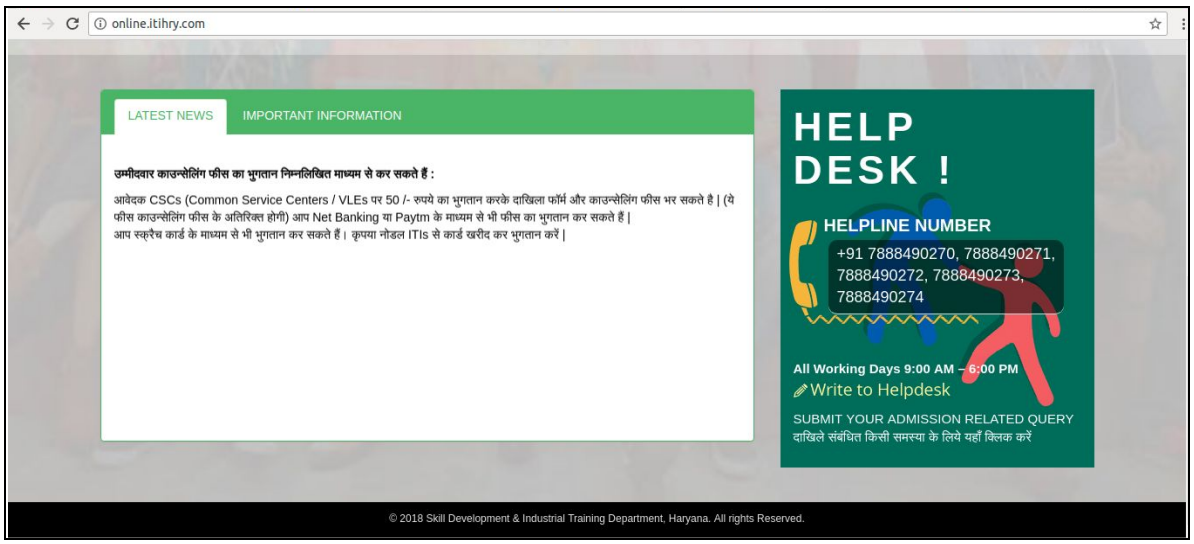
(Figure-3)

In continuation of the Figure-3, please see Figure- 4 also

1. On clicking **link #6**, you will get the **Admission Prospectus** 2018-19 information.
2. On clicking **link #5**, you will get details of the **Admission Schedule 2018-19** for online admission.
3. On clicking **link #4**, you will get the **Sample Form** of Online Admission.
4. On clicking **link #3**, you will get the **Instructions**.
5. On clicking **link #1,** you will get the **Govt. ITI Seat Release 2018-19.**
6. On clicking **link #2**, you will get the **Pvt. ITI Seat Release 2018-19** Important Updates.
7. On **Link #7**, you will get the **Important Updates**



8. On **link #8**, you will get the **Help Desk** toll free numbers.



General Instructions for Online Admission

Before Registration please read carefully about Eligibility Criteria, Fee Details, Duration and other Details of Programme.

Before Registration you must also have:

1. Scanned copy of your recent Passport Size Photo (*.jpg,*.jpeg with Max size of 200 kb).

2. Keep your 8th, 10th, 12th and higher qualification mark sheets handy for filling the application form.

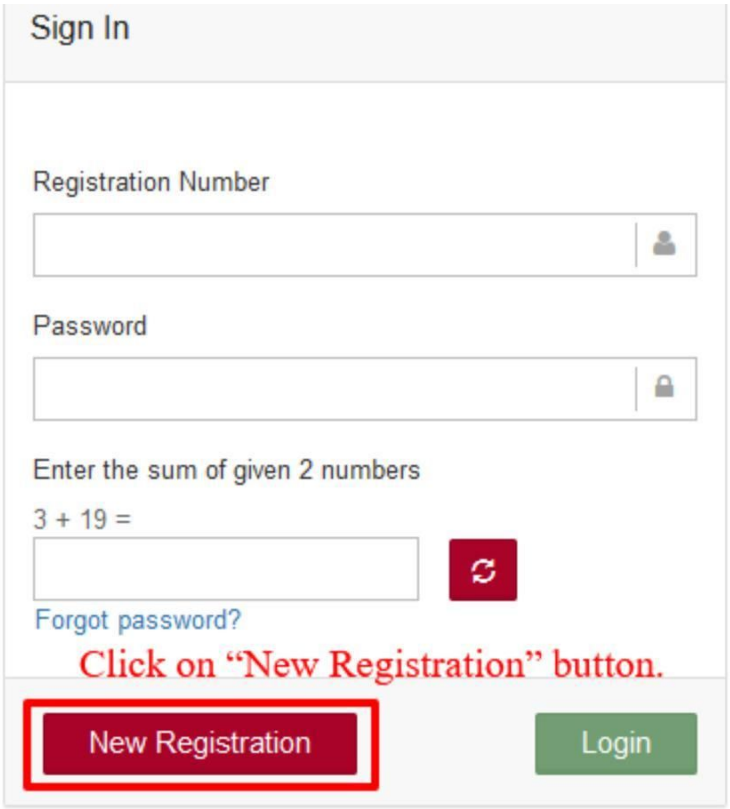
3. Keep your reservation category /weightage related certificates ready for reference.
4. Fee can be paid by following methods:
   - PayTm
   - CC Avenue
   - CSC
   - Scratch Card.

4

Filling Online Admission form

4.1 Register Yourself

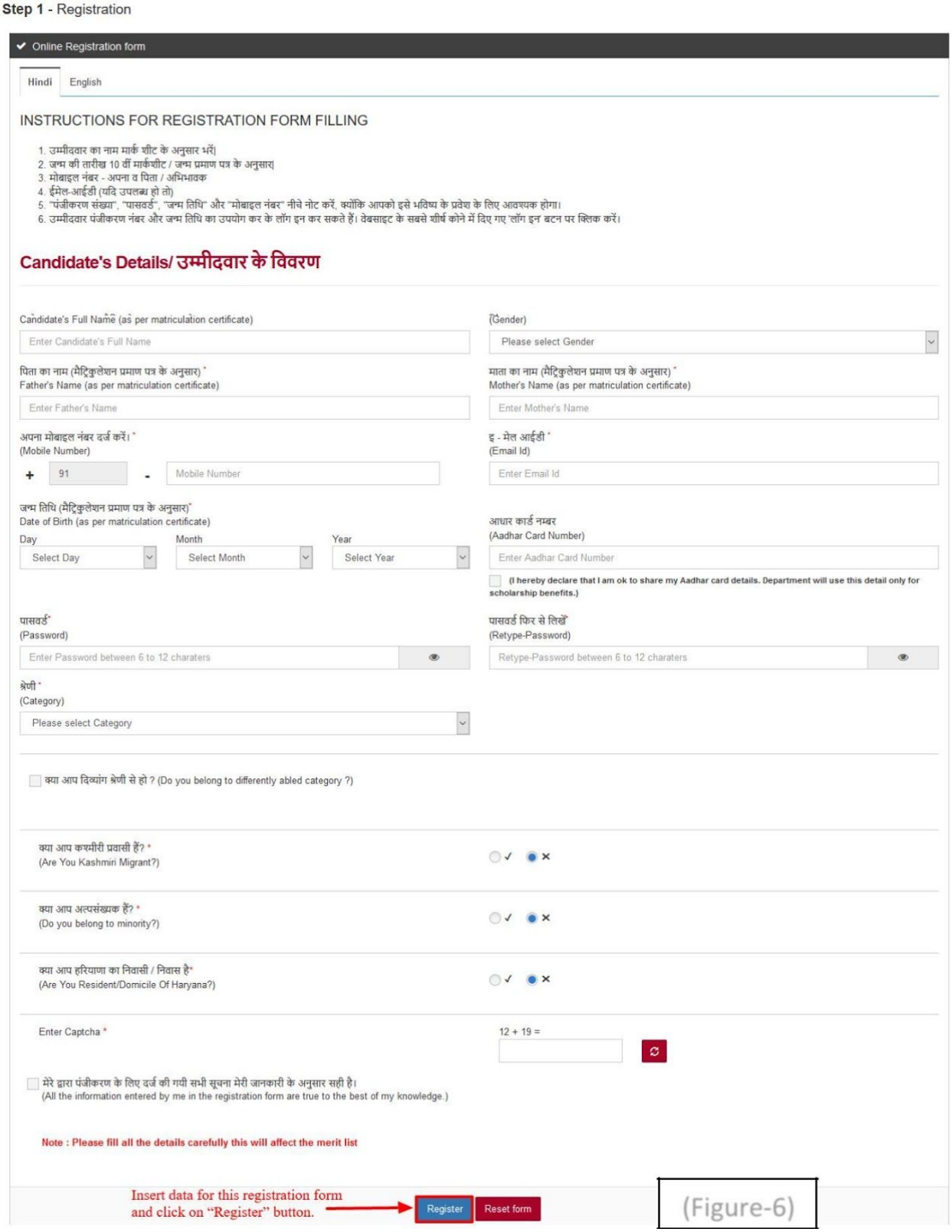
Step -1: The first step to fill up the Online Admission form is to register you. For this please click on the button **"New Registration"** that appears on the applicant login area as shown in Figure-5



(Figure-5)

NOTE: In case the applicant forgets his/her password, click on "Forget Password," and a password will be sent to the applicant's registered mobile number.

Step-2: After clicking on registration link, **'New Registration form'** will be displayed as shown below in the Figure- 6. Now, Fill up the registration form as given below:-



(Figure-6)

a.) Once you have filled the registration form, check the information carefully and after verifying, click on **"Register"** button

b.) If you want any change in the information, click on **"Reset Form"** button provided in the form. After changing the information, if any, click on **"Register"** button.

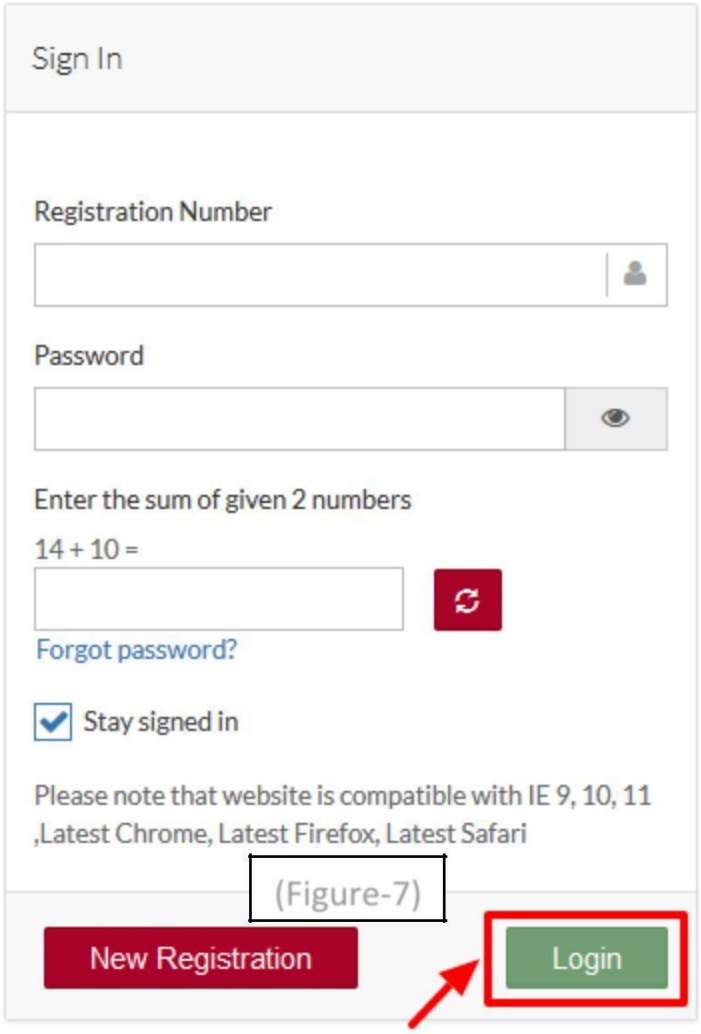
c.) After you **'Register**; your **User Name** along with the **Password** is generated.

You will be notified about the same via SMS on your mobile.

Note: Using your 'User Name' and 'Password', you can Login directly. **Remember** your 'User Name' and 'Password' for future Login with the Online Admission System.

4.2 Filling up the Online Form

STEP 1. Click on "Login" button given in the homepage of Online Admission (Figure 7)



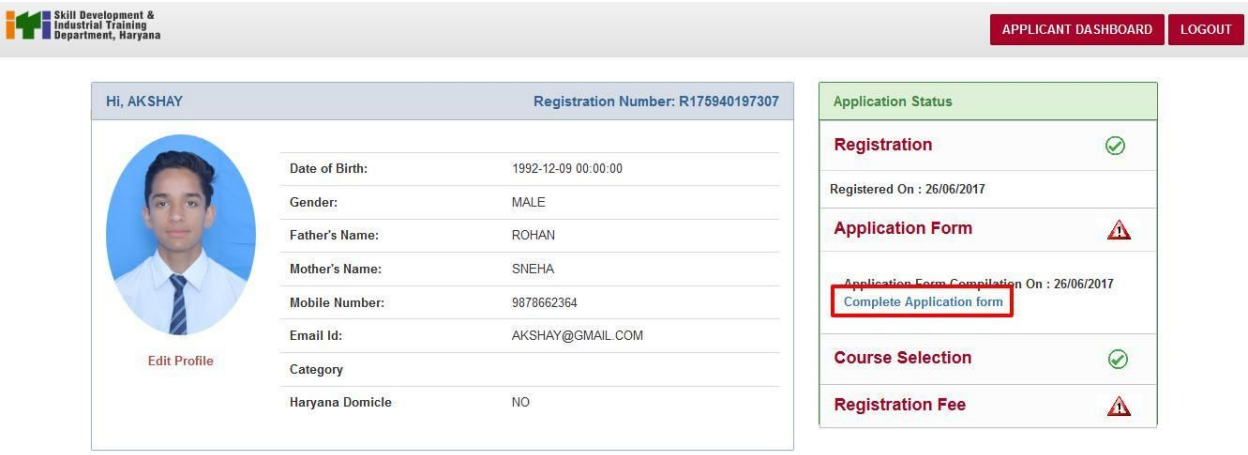
(Figure-7)

STEP-2: Now, login page will open as shown in Figure 7.

a) Enter your User Name & Password; provided while filling up the registration form
b) Enter the sum of given 2 numbers as displayed in the Login form
c) Click on **'Login'** button.

STEP-3: Then first part of the Online Admission form will be displayed as shown in Figure8. It has 4 sections. You have to fill up each section carefully one by one using the **"Next"** button.

Click on **"Complete Application Form**" button



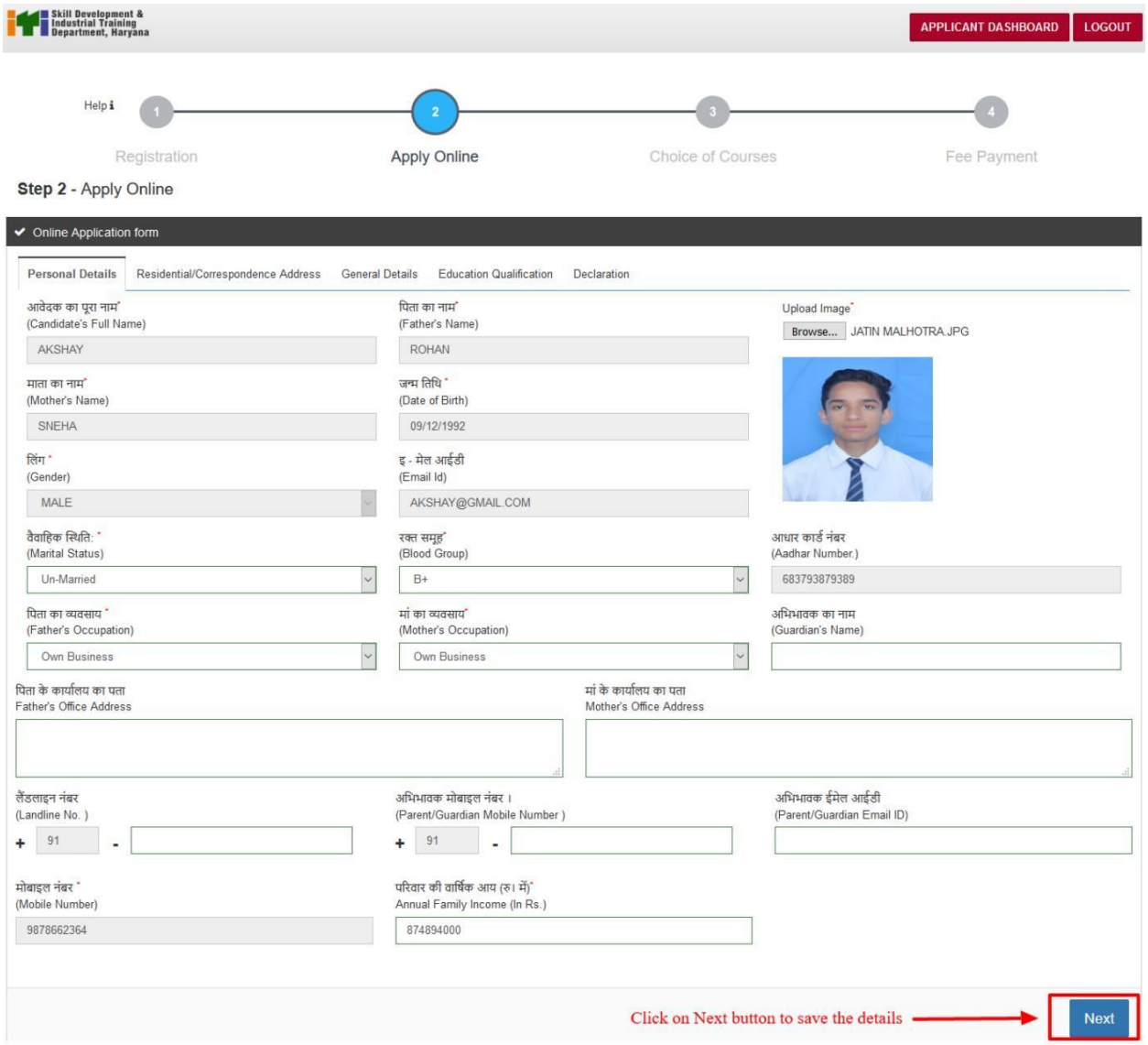
(Figure-8)

STEP 4: The **First Section** of the Online Admission form is on **Personal Details** as shown in Figure-9

a) Fill up the candidate information in the form.
b) Once the Personal Details are entered, click “Save” and then “Next” button.

c) After clicking on Next, a preview page will appear. Verify the details and click on

“Save,” a confirmation message will appear. Click on Confirm to save the data and proceed to the next step.

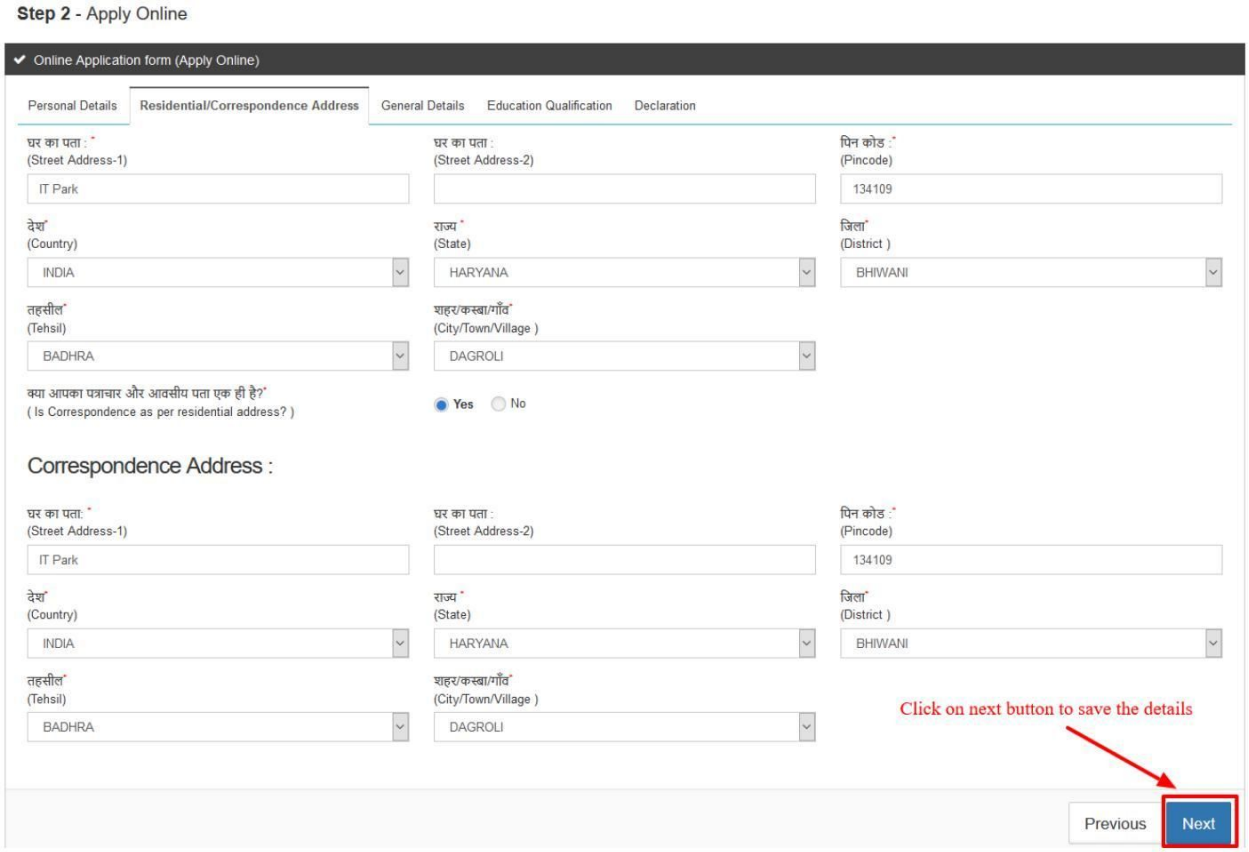


(Figure-9)

STEP 5: The **Second Section** is on **Residential/Correspondence Details** as shown in Figure-10.

a) Fill up the details of your Residential/Correspondence Address as per the fields given in the form.
b) After clicking on Next, a preview page will appear. Verify the details and click on

"Save," a confirmation message will appear. Click on Confirm to save the data and proceed to the next step.



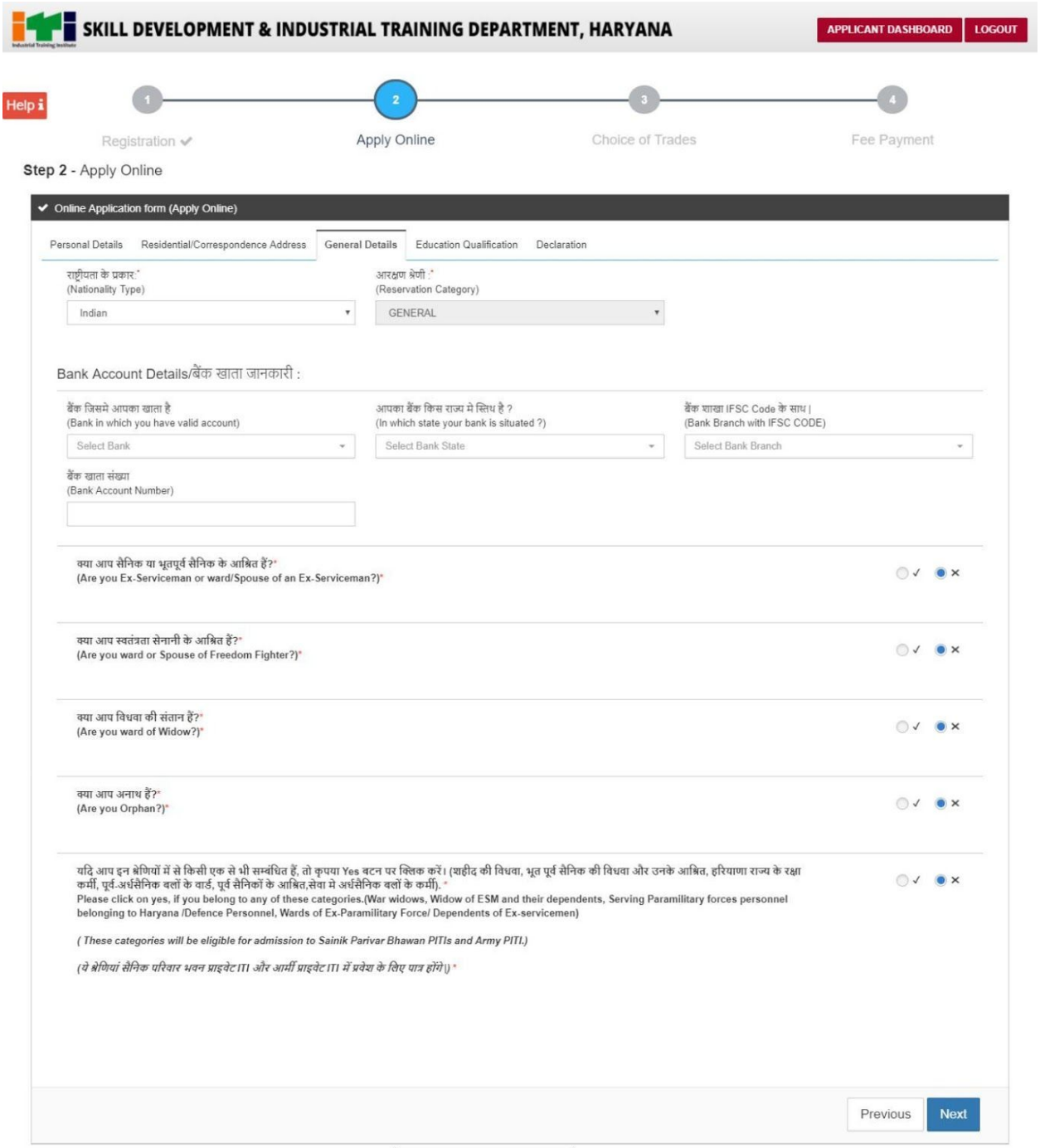
(Figure-10)

STEP 6: The **Third Section** is on **General Details** as shown in Figure-11.

a) Fill your general details as per the fields given in the form.

b) After clicking on Next, a preview page will appear. Verify the details and click on

"Save," a confirmation message will appear. Click on Confirm to save the data and proceed to the next step.



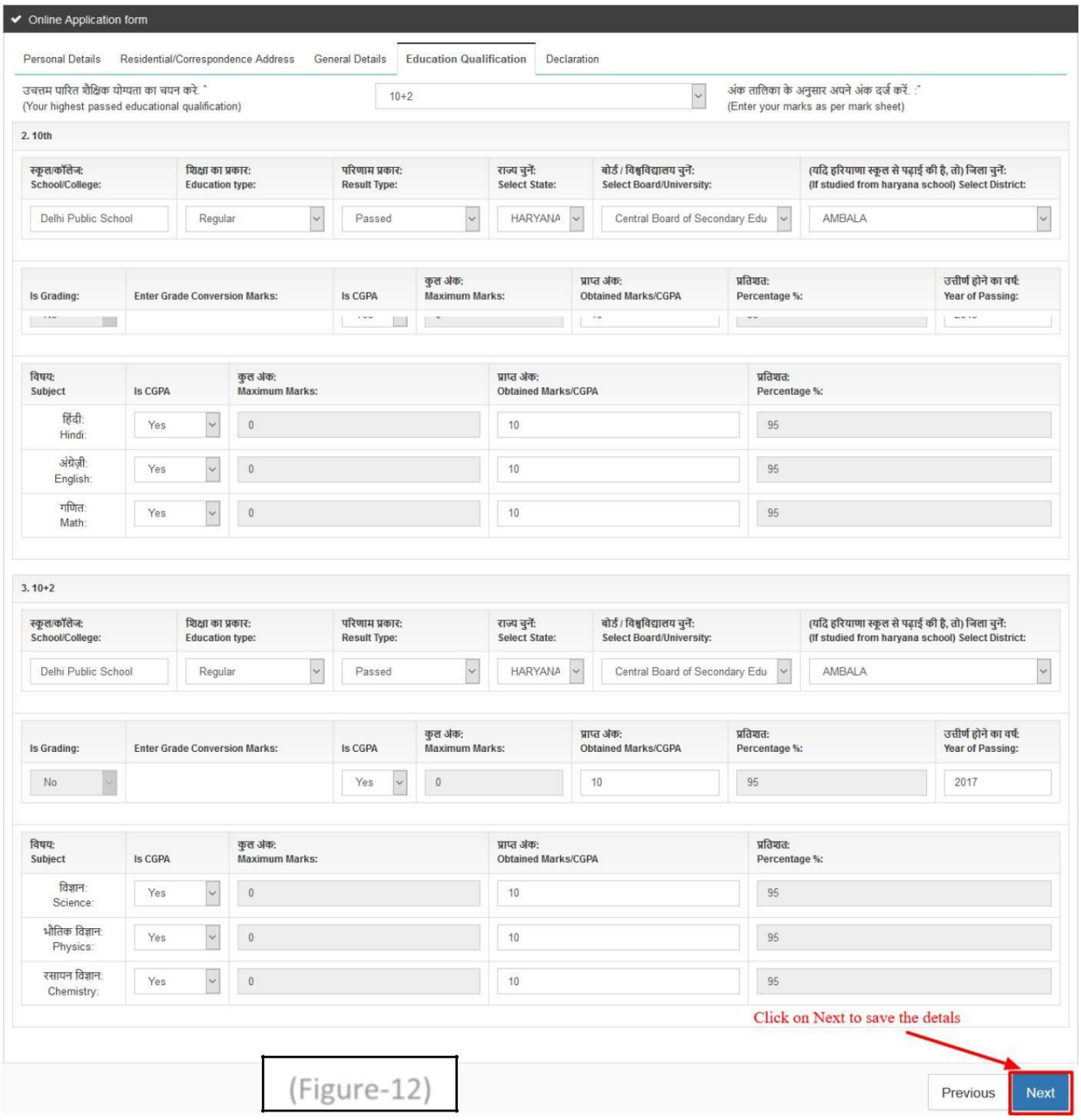
(Figure-11)

STEP 7: The **Fourth Section** is on **Education Qualification Details** as shown in Figure-12.

a) Fill up the details of your educational qualification as per the fields given in the form.

b) After clicking on Next, a preview page will appear. Verify the details and click on

"Save," a confirmation message will appear. Click on Confirm to save the data and proceed to the next step.



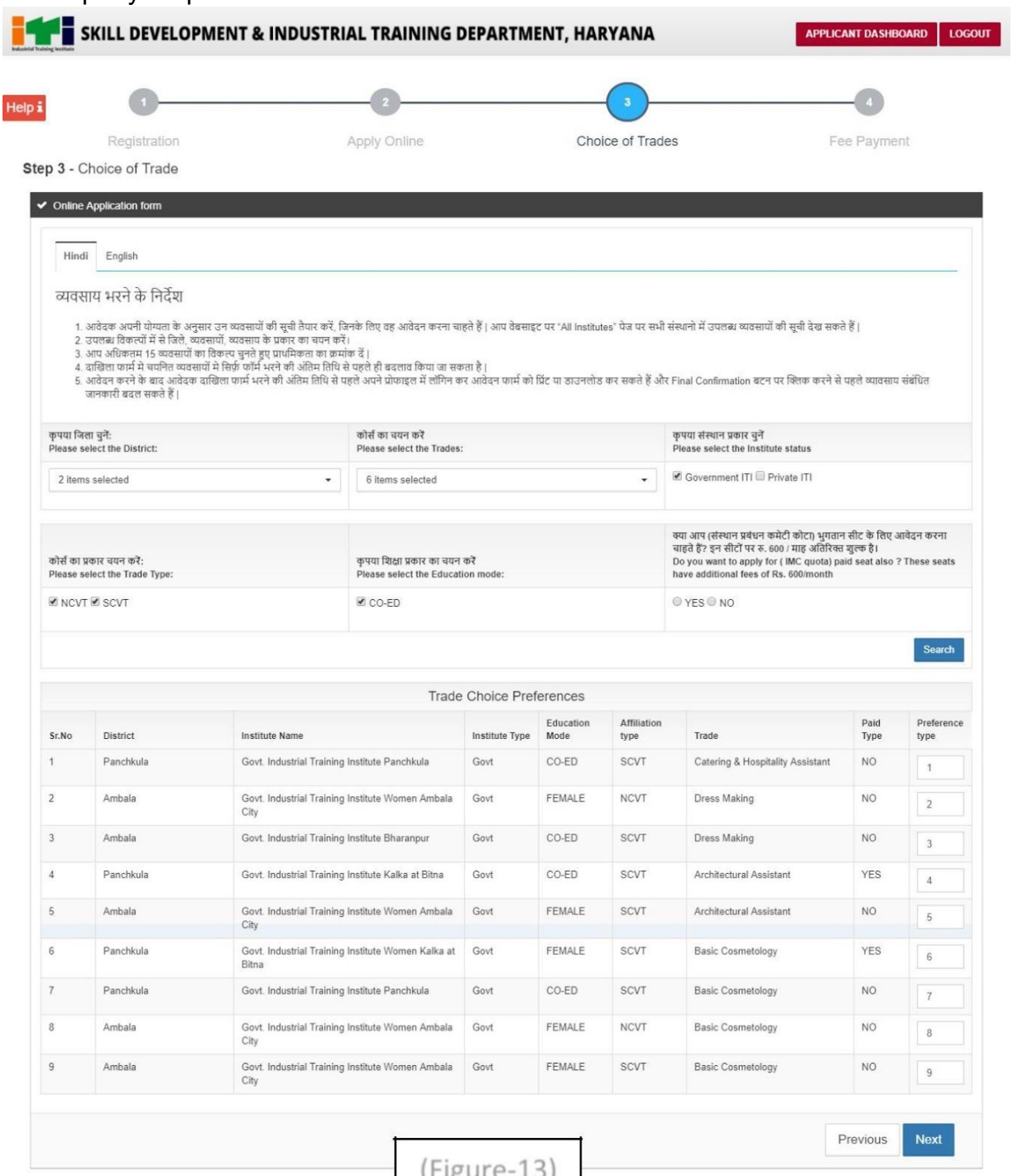
(Figure-12)

STEP 8: In **Fifth Section** you have to accept the **Terms and Conditions** by tick marking the check box ☑

STEP 9: The **Sixth Section** is on **Choice of courses** as shown in Figure-13.

a) Here you can search the course by using search bar.

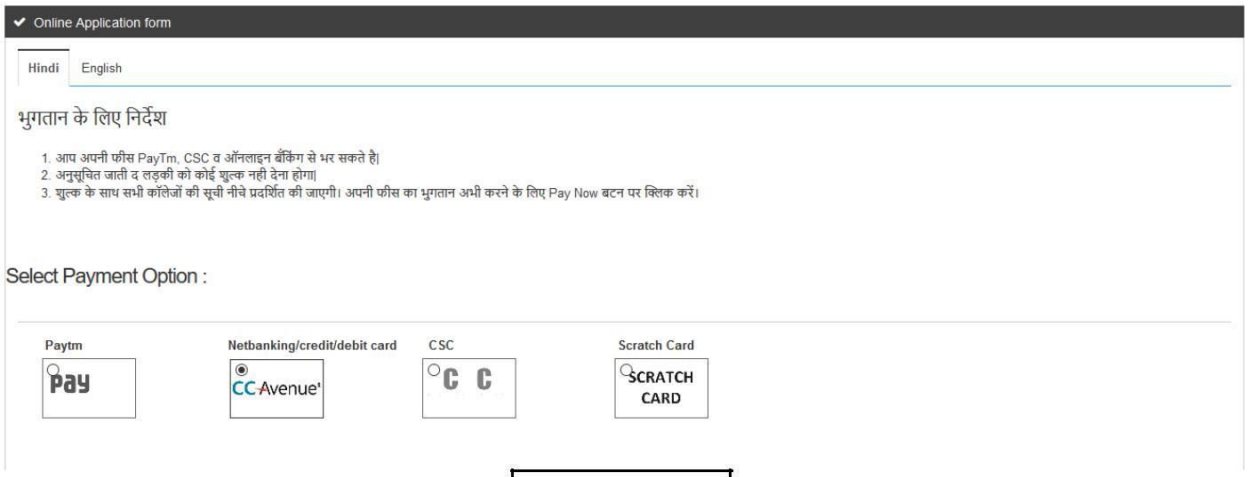
b) The courses will appear (as shown in figure 13); place numbers to the courses as per your preferences.



(Figure-13)

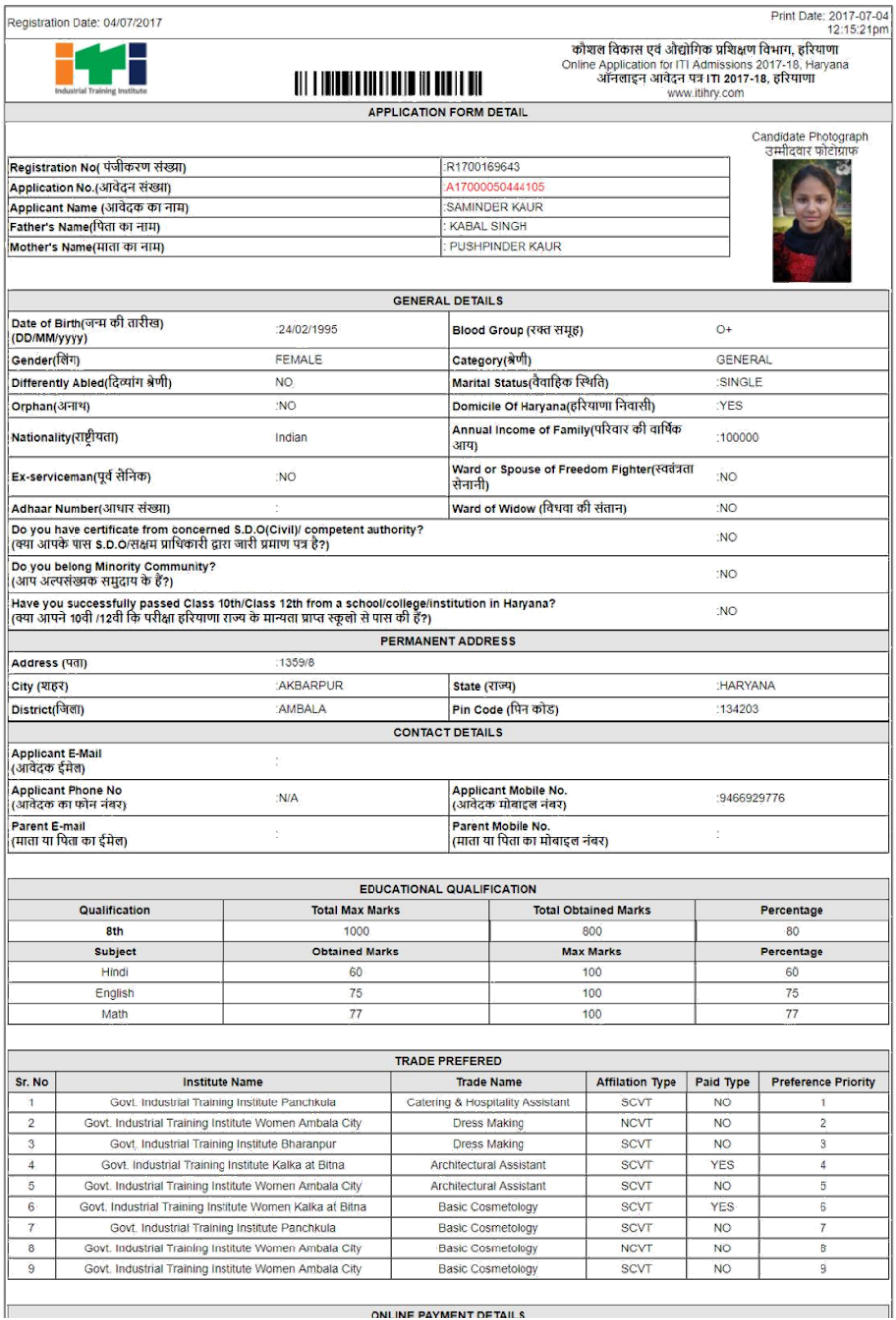
STEP 10: The **Seventh Section** is on **Fee Payment** as shown in Figure-14

a) The registration fee for the SC Candidates is Rs. 50/- and for all other candidates is Rs. 100/-
b) There is No fee for the girl candidate.
c) You can pay via following modes of payment
   PayTm
   CC Avenue
   CSC
   Scratch Card.



(Figure-14)

STEP 11: Section Eighteen is the last step wherein after making the payment, the candidate shall one last time review the courses before final submission of their respective forms. Thus, after making the payment, Click on “Final Confirmation” and a print option will appear enabling the candidate to take the print out of their form, as shown in Figure-15



Registration Date: 04/07/2017

Print Date: 2017-07-04 12:15:21pm

कौशल विकास एवं औद्योगिक प्रशिक्षण विभाग, हरियाणा
Online Application for ITI Admissions 2017-18, Haryana
ऑनलाइन आवेदन पत्र ITI 2017-18, हरियाणा
www.itihry.com

APPLICATION FORM DETAIL

Candidate Photograph
उम्मीदवार फोटोग्राफ

Registration No(पंजीकरण संख्या)	:R1700169643
Application No.(आवेदन संख्या)	:A17000050444105
Applicant Name (आवेदक का नाम)	:SAMINDER KAUR
Father's Name(पिता का नाम)	: KABAL SINGH
Mother's Name(माता का नाम)	: PUSHPINDER KAUR

GENERAL DETAILS

Date of Birth(जन्म की तारीख) (DD/MM/yyyy)	:24/02/1995	Blood Group (रक्त समूह)	O+
Gender(लिंग)	FEMALE	Category(श्रेणी)	GENERAL
Differently Abled(दिव्यांग श्रेणी)	NO	Marital Status(वैवाहिक स्थिति)	:SINGLE
Orphan(अनाथ)	:NO	Domicile Of Haryana(हरियाणा निवासी)	:YES
Nationality(राष्ट्रीयता)	Indian	Annual Income of Family(परिवार की वार्षिक आय)	:100000
Ex-serviceman(पूर्व सैनिक)	:NO	Ward or Spouse of Freedom Fighter(स्वतंत्रता सेनानी)	:NO
Adhaar Number(आधार संख्या)	:	Ward of Widow (विधवा की संतान)	:NO
Do you have certificate from concerned S.D.O(Civil)/ competent authority? (क्या आपके पास S.D.O/सक्षम प्राधिकारी द्वारा जारी प्रमाण पत्र है?)			:NO
Do you belong Minority Community? (आप अल्पसंख्यक समुदाय के हैं?)			:NO
Have you successfully passed Class 10th/Class 12th from a school/college/institution in Haryana? (क्या आपने 10वी /12वी कि परीक्षा हरियाणा राज्य के मान्यता प्राप्त स्कूलो से पास की हैं?)			:NO

PERMANENT ADDRESS

Address (पता)	:1359/8		
City (शहर)	:AKBARPUR	State (राज्य)	:HARYANA
District(जिला)	:AMBALA	Pin Code (पिन कोड)	:134203

CONTACT DETAILS

Applicant E-Mail (आवेदक ईमेल)	:		
Applicant Phone No (आवेदक का फोन नंबर)	:N/A	Applicant Mobile No. (आवेदक मोबाइल नंबर)	:9466929776
Parent E-mail (माता या पिता का ईमेल)	:	Parent Mobile No. (माता या पिता का मोबाइल नंबर)	:

EDUCATIONAL QUALIFICATION

Qualification	Total Max Marks	Total Obtained Marks	Percentage
8th	1000	800	80
Subject	**Obtained Marks**	**Max Marks**	**Percentage**
Hindi	60	100	60
English	75	100	75
Math	77	100	77

TRADE PREFERED

Sr. No	Institute Name	Trade Name	Affiliation Type	Paid Type	Preference Priority
1	Govt. Industrial Training Institute Panchkula	Catering & Hospitality Assistant	SCVT	NO	1
2	Govt. Industrial Training Institute Women Ambala City	Dress Making	NCVT	NO	2
3	Govt. Industrial Training Institute Bharanpur	Dress Making	SCVT	NO	3
4	Govt. Industrial Training Institute Kalka at Bitna	Architectural Assistant	SCVT	YES	4
5	Govt. Industrial Training Institute Women Ambala City	Architectural Assistant	SCVT	NO	5
6	Govt. Industrial Training Institute Women Kalka at Bitna	Basic Cosmetology	SCVT	YES	6
7	Govt. Industrial Training Institute Panchkula	Basic Cosmetology	SCVT	NO	7
8	Govt. Industrial Training Institute Women Ambala City	Basic Cosmetology	NCVT	NO	8
9	Govt. Industrial Training Institute Women Ambala City	Basic Cosmetology	SCVT	NO	9

ONLINE PAYMENT DETAILS

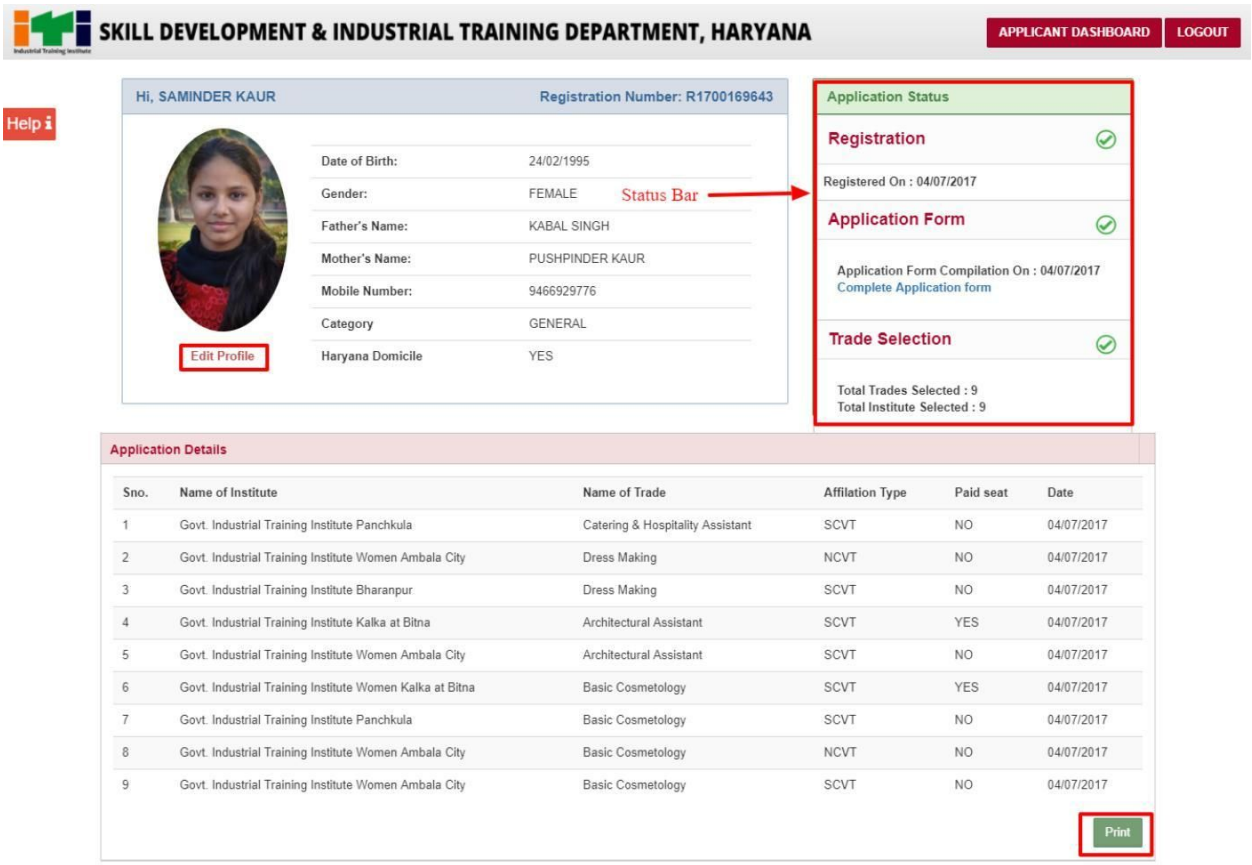
APPLICANT'S DASHBOARD: As shown in Figure – 16 is the applicant's dashboard giving out the details of student profile.

a) Towards the left, is the student profile giving out the basic details of the student.

   Also, beneath the photo is an option "Edit Profile," thereby, allowing the candidate to make the necessary changes to their profile.

b) Towards right top hand corner is the STATUS BAR: APPLICATION STATUS. The status bar enables the candidate to view the status of their application and to complete the form, in case the student has left the profile incomplete.

c) And below is the Applicant Course Details showing the trades selected and the respective institute.



(Figure-16)

d) The student can also take a print of the Application Form. Towards the bottom right hand corner, is an option “Print.” Click on the “Print” button to take a print out of the form