GOVERNMENT OF ANDHRA PRADESH

COMMISSIONERATE OF EMPLOYMENT AND TRAINING.A.P.Vijayawada

Cir.Memo. No. I-1/1311/2016 Dated:23-08-2016

Sub:-CET-AP- 3nd Phase of Admissions into Government ITIs /Private ITIs

for the session 2016- instruction-issued.

Ref;- 1) G.O.Ms.No.176, LEN&TE, Department, dated 28-06-1983.

2) Govt.Memo No. 685/Emp.A2/2001-3, dated 09-04-2002 of

LET&F, Department.

3) G.O.Rt.No. 1763, LET&F(EMP) Department, dated 24-09-2004.

4) G.O.Rt.No. 1948, LET&F (Emp) Department, dated 18-10-2004.

5) .DGT Lr.No:DGT-12/1/2016-TC, dt:16-03-2016.

6) This Office Cir.Memo No. I-1/1311/2016, dated:24-05-2016,

and 18-07-2016.

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In pursuance to the instructions issued vide reference 3rd and 4th cited and in continuation of the instructions issued vide reference 6th cited, all the District Convenor/principals of Government ITIs/ Assistant Director’s(Trg.) of DLTCs and the Managements of Private ITIs are hereby informed that the schedule of 3rd phase of admissions for the left over seats of August 2016 admissions (2nd Phase) is as follows:-

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| Sl.No. | Description | Date |
| 1 | Sale of Applications from | 22-08-2016 |
| 2 | Last Date for Receipt of Applications and Registration of applications | 28-08-2016 |
| 3 | Last Date for Preparation of Merit List | 29-08-2016 |
| 4 | Counseling Schedule for Govt.ITIs | 29 -08-2016 |
| 5 | Counseling schedule for Private ITIs | 31-08-2016 |
| 6 | Last date for submission of selection list (Hard Copy of the print out from the website) of 3rd Phase admissions to the District Convenor Principals(DCPs) by the Verification Officer. | 02-09-2016 |
| 7 | Last date for submission of selection list (Hard Copy of the print out from the website) of 3rd phase of admissions by the District Convenor/ Principal (DCP) to the RDD and Commissioner of Employment & Training. | 06-09-2016 |

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All the Heads of Government ITIs/AD(T)/DLTC, ITIs and Private it is are requested to give wide Publicity regarding the schedule of 3rd Phase of admissions for the Left-over seats of August 2016 admissions (2nd Phase).

Applications should be sold in Government ITIs and Private ITIs. The filled in applications should be submitted to the concerned Principals of Government

ITIs / Private ITIs. Separate application should be submitted for each ITI, if the candidate is interested to apply for more than one Government ITI/Private ITI.

During the counseling for admissions into Private ITIs, the applications of the candidates who applied for admission into Government ITIs and failed to get admission in Government ITIs can be permitted to take admission into Private ITIs

In accordance to the G.O.Rt No. 1763 of LET&F Department, dated 24-09-2004 and G.O.Rt.No. 1948, LET&F (Emp.) Department, dated 18-10-2004, all the Principals of Government ITIs and Private ITI Managements are permitted to admit the trainees in their respective ITIs against left over seats after the first phase of admissions.

Accordingly all the Principals of Government ITIs and Managements of Private ITIs are hereby instructed to follow the guidelines given below:-

1. The District Convenor/ Principals (DCPs) should propose the names of other Govt.ITI principals including himself who are working in the District as Verification officers for the Private ITIs. These Verification officers are also should act as Nodal officers in future for the Private ITIs to which they are allotted. The Private ITIs in the District are to be allotted to each verification Officer equally and the proposals of verification officers should be submitted to RDDs concerned for appointment of Verification officer.
2. The DCPs have to convene a meeting with the verification officers and Private ITI Managements to explain the admission procedure including Online admission process along with a demonstration.
3. All the Principals of Govt.ITIs and Private ITIs are permitted to fill the left over seats during the 3rd spell of admissions and the counseling shall be conducted in their respective institutes duly following the admission guidelines, merit cum rule of reservations and other rules of admissions which are in force.
4. The Principals of Government ITIs shall collect the Admission Applications Forms from the DCP’s. The amount received through sale of applications shall be remitted to the Govt. Head of Account and the Original Challan should be handed over to DCP. Proper account should be maintained for sale of applications. The DCPs have to submit the details of applications issued to each ITI and remittance of the amount to the Government.

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1. The Principals of Private ITIs shall purchase the required number of blank application forms from the concerned DCP. The DCP shall follow the same procedure as envisaged at pre-para pertaining to the remittance of the amount of sale of applications forms and maintenance of its account.
2. All the ITIs should give wide publicity about the 3rd phase of admissions in respect of their institutions through print and electronic media.
3. The date of counseling shall be informed to the candidates at the time of receipt of filled in application form and the same should be displayed on the notice board of the Institute. They should also be informed that no call letter will be sent for counseling. Every applicant should be issued an acknowledgement card duly mentioning the date of counseling.
4. The DCPs have to collect the details of discharged candidates from each ITI after first spell and issue the First spell admissions list (after noting the discharges) to each ITI. Vacancy list also should be approved by the DCP and handed over to the verification officer well in advance for making 3rd phase admissions into the left over seats of 2nd phase.
5. All the ITIs have to use supplied Login id and Password allotted to them by the NIC. All the filled in applications received from the candidates should be entered in online by the ITI concerned through the website <http://iti.nic.in> and the Registration Number so generated should be noted on the applications. The merit list should be generated through online and the same should be approved by the following members:-
6. Principal of the ITI concerned
7. Verification Officer in case of Private ITI. In case Govt.ITI Senior T.O./DTO of the respective Institute.
8. District Convenor/Principal.
9. The Vacancy position of seats i.e. trade wise, roster wise should be displayed on the notice board of each ITI and at DCP concerned for the information of the candidates. This is very important to the candidate and based on this, the candidate will have an idea whether he can apply or not based on the trade/roster point available in the ITI.
10. All the ITIs have to conduct the counseling as per the schedule and admit the candidates based upon their eligibility, merit and reservation. This process should be expedited in online only. The admitted list should be submitted within the prescribed time after approval of all the members.

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1. All the Principals of Private ITIs should download five sets of 3rd phase Selection list of Admissions from the website <http://iti..nic.in> and get the approval of all the three members noted above and handover four sets to the Verification Officer on or before  **02-09-2016**.

**Role and Responsibilities of Verification Officer:-**

1. The Verification Officer has to initial on each application received by the Private ITI concerned.
2. He has to collect the copies of affiliation orders in respect of the Private ITIs to which he is allotted and verify the trades/units opened for the session. If any discrepancy is found, the same should be intimated to the Commissioner through RDD concerned.
3. **He has to supervise the entire admission process without giving room for violation of merit and Rule of reservation.**
4. The Verification Officer should ensure that the candidates are to attend the counseling personally and the identity should be verified with respect to the photo affixed on the applications. He should also verify the original certificates produced by the Candidates at the time of counseling.
5. The Verification Officer should ensure that the particulars of the admitted candidates should be entered in the Admission Register and Passport size photograph should be affixed against the candidates name with the attestation of the Verification Officer with stamp.
6. The Verification Officer should collect five copies of admitted list from the Private ITI with the approval of three members as mentioned above. One copy should be returned to the Private ITI concerned and obtain receipt to that effect. Three copies should be handed over to the DCP and obtain a receipt. One copy should be retained by the Verification Officer as permanent record.
7. The DCP has to collect all the copies of admitted list from the Verification Officers and consolidate into three sets. One copy of the selection of list of the district should be submitted to the Commissionerate and another copy to the RDD concerned duly obtaining the acknowledgement. One copy should be returned by the DCP as permanent record.

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1. All the activities should be completed as per schedule without fail. If any deviation in the schedule, it will be viewed very seriously and attracts disciplinary action as per rules.

Sd/- D.Vara Prasad,

COMMISSIONER.

To

All the District Convenor/Principals of Govt.ITIs/ Asst.Directors(Trg.) of DLTCs.in the State.

All the Principals of Private ITIs through DCP.

Copy to

1. All the RDDs(App) in the State.
2. Peshi to the CET/Joint Director(Exams) for information.
3. NIC for information and to update in the website.
4. President and Secretary, Andhra Pradesh Private ITI Managements Association, for information.
5. Sf/spare.

GOVERNMENT OF ANDHRA PRADESH

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| From  Sri. D. VARA PRASAD, IAS  Commissioner,  Employment and Training,  Ramesh Hospital Road,  Vijayawada – 520 008.  Krishna District, Andhra Pradesh. | To  The Director(Technical),  National Informatics Centre,  Andhra Pradesh, |

Lr.No. I-1/1311/2016, dated: 23 -08-2016

Sir,

Sub:- CET-Andhra Pradesh- 3nd Phase of Admissions into Govt.ITIs /Private it is

for the session 2016-Request to provide Service to register the candidates in

the Web portal-Reg.

Ref;- 1) DGT Lr.No:DGT-12/1/2016-TC, dt:16-03-2016.

2) This Office Cir.Memo No. I-1/1311/2016, dated: -08-2016,

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It is to inform that in the reference 2nd cited instructions were issued regarding the 3rd Phase of Admissions into government ITIs /Private ITIs for the session 2016(copy enclosed).

Therefore, it is requested to arrange to provide Service to Register the candidates in the Web portal.

Further, during the Counseling of Private ITIs the candidates who applied for admission into Government ITIs and failed to get admission have to be accessed by the Private ITIs . All Admissions shall be done in the respective ITI logins.

Encl:- a.a.

Yours faithfully

Sd/- D.Vara Prasad,

COMMISSIONER.

Copy to the Principal (Computers) in Exams Cell CE&T for information.

GOVERNMENT OF ANDHRA PRADESH

COMMISSIONERATE OF EMPLOYMENT AND TRAINING.A.P.HYDERABD.

Memo. No. I-1/1311/2016 Dated: 23 -08-2016

Sub:-CET-AP-3rd Phase of Admissions into Government ITIs /Private

ITIs for the session 2016- certain instructions-issued.

Ref;- 1) DGT Lr.No:DGT-12/1/2016-TC, dt:16-03-2016.

2) This Office Cir.Memo No. I-1/1311/2016, dated:29-06-2016,

10-08-2016.

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The attention of all the Regional Deputy Directors(App) is invited to the Memo. 3rd cited and they are hereby permitted to appoint Verification officers in the cadre of Principals and Training Officers/DTOs and to allot maximum 4 nearby Private ITIs to each officer. If the list of Principals and Training officers in the Zone are exhausted they may be appointed from the other zone.

Sd/- D.Vara Prasad,

COMMISSIONER

To

The Regional Deputy Directors(App) at Visakhapatnam, Tirupathi, Kakinada and Guntur.

Copy to the Principal Exam Cell/Principal (computers) in the CET for information

Copy to the Peshi to Joint Director(Exams) for information.

Sf/spare.