

ANNEXURE A

"INSTRUCTIONS for Candidates for 1st ROUND"

Vyavsayik Pariksha Parishad-Uttarakhand is holding **online counselling** for admission to ITI's of the state based on candidate's Ranks in Entrance Test conducted by Uttarakhand Pravidhik Shiksha Parishad, Roorkee-Uttarakhand, as per the Counselling Notice issued and published in newspapers/website.

ONLINE REGISTRATION FROM 14th TO 18st July'2016

- 1. Online Registration:** For 1st round, the **Online** Registration Process will starts from 14th July'2016 and shall remain open till 18st July'2016 (till 12.00 midnight). **Candidates are advised to keep the copy of their Entrance Admit Card along with them at the time of online registration;** it will help them in submitting the mandatory inputs required for registration.
2. Candidates shall open the counselling website with URL <http://ukiti.nic.in> and have to select "**New Registration**" option for registration. Here, candidates have to read the instructions given on the "**Candidate's Agreement**" section and have to click on "**I Agree**" option following by "**click here to Proceed**" tab.
3. On Registration Form, enter the following mandatory parameters for successful registration i.e., 7 digits **Roll-No** and 6 digits **Application-Form-No** as printed on the Entrance Admit Card followed by **Green Colored** characters/numbers in the box exactly same as they are appearing on the screen.
4. In case there is a problem in registration; Candidates can call Help-Desk Numbers given on the website as well as at the end in this document for assistance. If all the above parameters/inputs are correctly entered and found true, then a new registration screen will appear, where the candidate has to fill-in and confirm the following details, which shall be used later-on for filling of choices of branches and allotment of seat using the candidate's "**User ID**" which is his/her **Roll No.** and "**Password**" generated as under by the candidate:-
 - Gender: Male/Female
 - Category: Gen/SC/ST/OBC
 - Sub-Category: PH / AF / FF
 - Sub-Categories which can be opted are Dependent of Ex-Armed Forces officials (AF), Dependent of Freedom Fighters(FF) and Physically Handicapped(PH).
 - Qualification: select your respective qualification from the list as under;

- Passed 8th Class Exam under 10+2 system or its equivalent.
 - Passed 10th Class Exam under 10+2 system of education.
 - Passed 10th Class Exam under 10+2 system of education with science and mathematics.
 - Father's Name:
 - Mobile No: (optional, so as to have their allotment result conveyed through SMS)
 - Security Question: (it will help incase one forgot his/her password)
 - Your security Question Answer:-
 - Choose Password: (Password must be of 8-12 characters, must have at least one special character, one upper case character, one lower case character & one numeric value. Example- Test\$123)
 - Confirm password:
- Candidate should take utmost care while submitting above-mentioned details; it cannot be changed once submitted and confirmed.**

5. After submitting the above-mentioned details, candidate will get a confirmation message for successful registration. In case the confirmation message is not displayed the candidate has to re-register once again.

6. It is in the interest of Candidates to remember their Password and keep it highly confidential to avoid misuse by another candidate; for which Vyavsayik Pariksha Parishad-Uttarakhand or NIC shall not be held responsible. **Candidates are advised not to share their passwords with anyone, particularly with Cyber-cafes/ITI's from where they are doing counselling.**

7. After successful registration, Candidates can take the Printout of their Registration Details and keep it safe for future reference.

8. **User-id or Login-ID for accessing the counselling website would be candidate's Roll-Number.**

9. Candidates may continue the choices filling work at this stage itself or may Logout/exit from the system and carry out Choices Filling work later on after LOGIN using "LOGIN" option available on home page of <http://ukiti.nic.in> Here the candidates have to type their User-ID, Password and the Green Colored characters/numbers in the box exactly same as they are appearing on the screen before submitting.

ONLINE CHOICES FILLING FROM 14th TO 18st July'2016

10. ONLINE FILLING OF CHOICES

(a) After successful login, candidate's homepage is opened and following options are displayed:

- **Registration Details:** To view Registration Details confirmed at the time of registration.
- **Edit Registration:** Any mistake can be corrected in the above through "Edit Registration" option, if not confirmed earlier.
- **Available Choices:** Shows the **Total Seats Available** in various ITI's/Trades based on student's category/sub-category and qualifications.
- **Fill Choices:** Here the Candidates on the basis of their qualifications can fill their choices in order of their preferences of ITI's and Trades available. Candidates are advised to fill as many choices as they want based on their qualification and it is in the interest of the candidates to fill maximum available choices so that they can get a seat of their choice in 1st round itself.

Candidates are advised to keep on saving their filled choices on regular intervals so as to avoid the data loss and time due to failure of internet connectivity or power-cuts. It is not necessary to complete all the choices in one go, they can change or alter their choices as many times as they want but within the specified time/period.

They can **Lock their choices** (system will ask password for locking) when they are sure that all their choices are properly filled-in as per their preferences. **Care:** At the time of closing of 1st round, all the un-locked choices will be locked automatically by the system.

- **Filled Choices:** It displays all the choices entered by the Candidate. Candidates can also **Un-lock or Lock** their choices (using password) under this option.
 - **Changed Password:** Password can be changed through this option.
 - **Allotment Letter:** Through this option, candidate can generate and print his/her Provisional Allotment Letter after the seat allotment.
 - **Seat Breakup:** Through this option, candidate can see **category/sub-category wise** Seats Available in various ITI's/Trades based on student's own category/sub-category and qualification.
 - **Logout:** Candidates can logout using this option. Candidates are also advised to close the window/browser after logout.
- (b) Candidates may take the printout of their filled choices and duly signed copy of the same may be submitted at the time of taking admission in the respective ITI's.

Processing of Data for Seat Allotment & Result Declaration on 19th July'2016

11. **Allotment of seat:** After the "online Registration & Choices filling" period is over in the 1st round, i.e. on 18th July'2016 (till 12.00 midnight), the filled choices of all registered candidates will be considered and the seats will be allotted as per the

merit of ITI-Entrance Examination Rankings, respective categories/sub-categories of the candidates and availability of seats under various ITI's/Trades.

12. **Result Declaration:** The seat Allotment Result will be declared on 19th July'2016. Candidates can take printout of their **provisional allotment letters** from the website <http://ukiti.nic.in> after Log-in in to system. Allotment of seats is purely provisional and is subject to verification of original certificates and payment of institute fee etc, at the time of reporting at allotted ITI's.
13. Declaration of Seat Allotment results will also be conveyed through SMS to all those candidates who had submitted their mobile numbers correctly at the time of registration.

Reporting at Allotted ITI's from 20nd to 24th July'2016

14. The process of reporting by the candidates at allotted ITI's is also **ONLINE** and is to be carried out by the respective ITI's. A separate interface is there for **ITI's** with URL <http://intraukiti.nic.in> and which can be accessed using their respective user-ids and passwords provided to ITI's.
15. Candidates are required to report at allotted ITI's within the specified period i.e. from 20th to 24th July'2016 along with necessary admission fees and all the eligibility documents/testimonials/certificates (as listed in their provisional letter or on the basis of which they want to take admission).
16. The concerned ITIs will verify all the necessary documents of the candidates physically. **If any of the documents found missing or invalid, the allotted seat of the candidate will be cancelled.**
17. **If all the desired documents are o.k., the ITIs have to access the website <http://intraukiti.nic.in> with their login-ids/passwords.**

Here after entering the roll-number, the ITI's can generate the formal Allotment/Admission Letter of the candidate. After depositing necessary fees etc, the reporting part of candidate shall be over. For seat up-gradation, he/she can participate online in 2nd round of counselling **without any counselling-fee.**

18. If candidates do not report or refuses for admission within the specified period, their allotted seat shall be cancelled and the candidates shall not have any claim on the seat, whatsoever. However they may take part in 2nd round of counselling **without any counselling-fee.**

19. Candidates must note that the last date of reporting in allotted Institutes/Colleges is 24th July'2014 for 1st round of Counselling.

To Participate in 2nd Round, the candidates may refer the document "Instructions for 2nd Round" available on website <http://ukiti.nic.in> in due course.

For any further details, candidates can use the following Help-Desk Phone numbers of Vyavsayik Pariksha Parishad-Uttarakhand (Dehradun) between 10:00 AM to 5:00 PM on all counselling days:

- 1) 8192031111
- 2) 9410977717
- 3) 0135-2521145
- 4) 0135-2712959