ITI’s Online Admission Process-2020-21
Directorate of Technical Education-Training

User Manual for Student-
ITI’s Online Admission Application-2020-21
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1) Introduction- Online Admission Process at DTE-Training

Online Admissions 2020-21 in DTE(Training)- Government & Private ITIs

All Key Steps at a glance-

1. Login- SSO
2. Go to ‘ITI App’
3. Register as ‘Student’
4. Registration Page- Fill Details
5. Application Form- Personnel Details- Fill Details
6. Application Form- Address Details- Fill Details
7. Application Form- Qualification Details- Fill Details
8. Application Form- Other Details- Fill Details
9. Application Form- Document Upload – Upload all documents
10. Application Form- Option Form - Fill Details & Fill Options
11. Application Form- Preview Form
12. DownloadForm
13. E-mitra Fee Payment-Online/Offline (Download Challan)
2) Main Page

When user access the URL - http://hte.rajasthan.gov.in/, click on Admissions tab and then Department of Technical Education(Training) and then click on ITI Admission, the following 5 tabs will be displayed on the main page:

There are 5 tabs-
- General Instructions
- Trades Available
- Apply Online
- View Form
- Know Your Status

User can click on any tab for further details:
2.1 General Instructions Page

User can see general instructions by clicking on this tab:
2.2 Trades Available Page

User can see available trades by clicking on this tab:

Select ‘District’-> Select ‘ITI Name’-> Select ‘Trade Mode’ -> Select ‘Trade Type’ -> Select ‘Trade Level’-> Select ‘Trade Name’ then click on ‘Search Trades’ → List will show complete details
2.3 **View Form Page**

User can view his/her form by clicking on this tab:
Enter ‘Application Id’, ‘Date of Birth’, ‘Captcha Code’ & click on ‘Search’

![View Form Page](image)

2.4 **Apply Online Page**

a) When user will click on this tab, it is redirected to SSO login page

![Apply Online Page](image)
2.5 Apply Online Page- SSO Login/Register

i. SSO login page- If you have SSO-ID & Password, enter it, & click login. If you don’t have registered, then click on register button.

![SSO login page](image1)

ii. User can register by choosing any ID option-

![User registration page](image2)
SSO- Dashboard- Apps

iii. After registration, user can login. After login, this screen will be displayed-

iv. Click on citizen apps from left side menu bar->

v. Select ‘ITI APP’ from the apps. Click it.
vi. Next screen -> Sign UP Screen-> Sign-up as ‘Student’. Click on ‘Register’
3 Admission Form Page

3.1 Registration form Page

i. Applicant enters the following mandatory details in the registration form-

ii. आवेदक का नाम (Applicant's Name): *-► Enter your full name,

iii. पिता का नाम (Father's Name): *-► Enter Father’s name

iv. माँ का नाम (Mother's Name): *-► Enter Mother’s name

v. लिंग (Gender): *-► Enter Gender

vi. जन्म की तारीख (Date of Birth): *-► Click on text box, calendar will open, select year from year dropdown, select month from moth dropdown, then click on date. Complete DOB will show in dd/mm/yyyy format.

vii. ईमेल (Email Address): *-► Enter E-mail ID

viii. मोबाइल नंबर (Mobile Number): *-► Enter valid Mobile Number for future contact & messages

ix. श्रेणी ए (Category A): *-► Enter your category

x. Trade Qualification selection- 8th or 10th class

xi. * Marked fields are mandatory.

After filling all details, check all details, & click on ‘Save & Continue’

xii. The applicant receives a SMS which contains a Unique reference number. The Unique reference number can be used for future reference.
3.2 Application Form

3.2.1 Qualification Details

i. Applicant selects 8th or 10th trade from which he/she wants to take admission and click on button “Click to here to Fill marks”.

ii. Based on selection, qualification details page will open. If applicant selects 8/10 or all of them, the system displays the qualification details accordingly and Supplementary (if any) details and click on “Save & Continue” button.

iii. System moves on “Personal Detail” tab.
3.2.2 Personal Details

i. The following details are pre-populated from the registration form:
   - Name (in English)
   - Father Name (in English)
   - Mother Name (in English)
   - Mobile Number
   - DoB
   - Gender
   - Email
   - Category A

   Applicant cannot make any change in the above-mentioned details.

ii. The applicant fills remaining mandatory details and click on “Save & Continue” button.

iii. System auto moves on Address details tab.
3.2.3 Address Details

i. Applicant fills the address details and click on “Save & Continue” button to move to next tab of Documents detail.

3.2.4 Document Upload

i. Applicant uploads the scanned copy of photo, signature and supporting documents as per size mentioned in the application.

ii. The photo and signature should be of size between 20 kb and 50 kb. The file type is jpeg/png/tif.

iii. The supporting documents should be of size between 100 kb and 150 kb. The file type is pdf/jpeg/png/tif.

iv. Applicant click on Save & Continue.
3.2.5 Option Form
Here Applicant fills all details of option form it may be more than one. Type of College, District, Name of college and branch. As per selection of qualification as 8/10 or both of them, applicant has to fill the option form for the same.
Note- After filling choice form, if applicant feels that he/she wants to change the educational qualification then applicant can change the educational qualification details but choice form will become blank of changed educational qualification.
3.2.6 Preview Form

i. Applicant can see preview all the information details if some details want to change they can but after click on final lock submit student cannot change any details
i. Before click on “Final lock & Submit” button first click on check button.

ii. Click on lock and submit
3.2.7 E-mitra- Pay Fee

i. Applicant click on “Pay Now” button for fee submission.

ii. For Admission form Fee Payment, applicant have two option to deposit the Admission Fee :-

a) First Option-e-mitra Kiosk-
Applicant download the challan and visit the nearest E-Mitra Kiosk to pay the lateral admission form fees. Applicant click on “Download Challan and Kindly visit your nearest e-mitra counter to pay the fee” button and download the challan and take challan to e-mitra kiosk to pay the lateral admission form fee.
b) Second Option - Online Payment

i. Applicant click on “Make Payment” button and make online payment.

ii. System displays the following screen. Applicant click on “Proceed” button to make online fee payment.

iii. Select Pay Using Aggregator, and then click on Proceed to pay.
iv. When user click to proceed, then transaction details to showing, click on proceed

<table>
<thead>
<tr>
<th>Transaction Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Id:</td>
</tr>
<tr>
<td>Pay To:</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
<tr>
<td>Purpose:</td>
</tr>
<tr>
<td>User Info</td>
</tr>
<tr>
<td>User:</td>
</tr>
<tr>
<td>Email Id:</td>
</tr>
<tr>
<td>Mobile No.:</td>
</tr>
</tbody>
</table>

[Image of transaction details]

v. Applicant selects the bank and pays the fees.

vi. After successful payment, a SMS will be received by applicant which contains “application number” of the applicant. This application number can be used for future tracking of applicant’s admission status.

Select bank and click on make payment

[Image of payment selection interface]
3.2.8 Download Form

Applicant can download the form after fee submission.
<table>
<thead>
<tr>
<th>Priority</th>
<th>ITI</th>
<th>Trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>G0001-GOVT. ITI, AJMER</td>
<td>Carpenter-NCVT(Regular)</td>
</tr>
<tr>
<td>2</td>
<td>G0001-GOVT. ITI, AJMER</td>
<td>Welder-NCVT(DFSS)</td>
</tr>
</tbody>
</table>

List of ITI and Trades as per my choice preferences

<table>
<thead>
<tr>
<th>Priority</th>
<th>ITI</th>
<th>Trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>G0001-GOVT. ITI, AJMER</td>
<td>Filter-NCVT(Regular)</td>
</tr>
<tr>
<td>2</td>
<td>G0001-GOVT. ITI, AJMER</td>
<td>Computer Operator and Programming Assistant-NCVT(Regular)</td>
</tr>
</tbody>
</table>

Signature of Candidate