







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

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

- 1. One Mobile Number for Registration and receive SMS based Notifications/Communications related to the Online Application, Seat Allotment, Reporting and Trainee Profile Verification etc till the completion of Course/Trades and **No change is allowed till passed out the Trade/course** (subsequently, if admitted).
- 2. An E-mail ID for receiving Notifications/ Communications for all future correspondence related to the Online Application, Seat Allotment, Reporting and **No change is allowed till passed out the Trade/course** (subsequently, if admitted).
- 3. Good internet connectivity.
- 4. A **scanned** copy of recent Passport size colour Photograph. File size should be between <u>40kb to 100kb</u> in "jpeg" format only).
- 5. A **scanned** copy of Signature of the applicant in **Blue/Black** ink on white background. File size should not be morethan **100kb** in "jpeg" format only).

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 TS ITI Online Application process at https://iti.telangana.gov.in/index.html





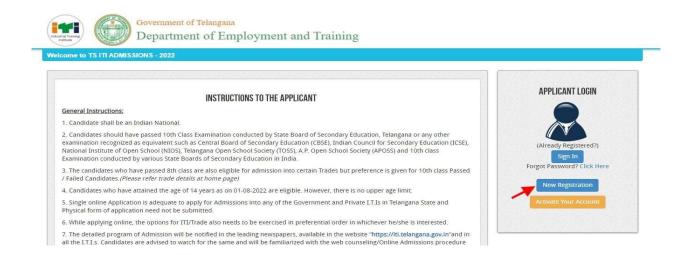


- 2. Activate your online Application with the Activation Code/link received on your Mobile/Email ID during the registration process.
- 3. The applicant is required to fill his/her Name/Fathers Name/Mothers Name/Date of Birth accordingly as per SSC Marks Memo/other equivalent and after successful registration applicant should be fill remains Personal Information in application form will appear on the screen.
- 4. In the next step, the applicant is required to upload scanned image file of his/her Photograph and Signature one by one.
- 5. In the next step, the applicant may be required to fill the Educational Details (as per requirement).
- 6. 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.

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

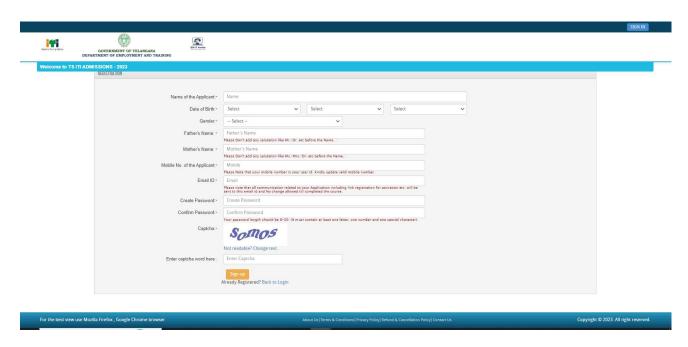


Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red colored bullets" and selects your field and fill up all details. These fields cannot be left blank. Once you fill the details, you can click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





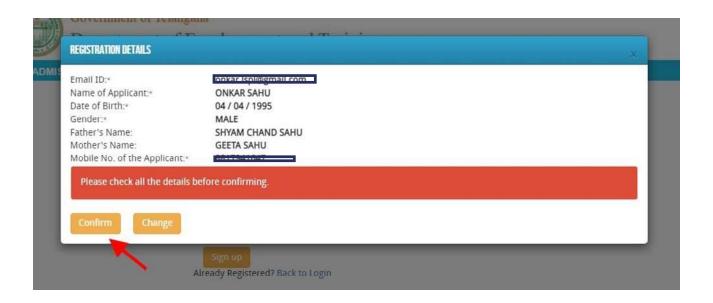




**Password needs to be entered 2 times. Both should be same. Otherwise, it will show an error.

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.

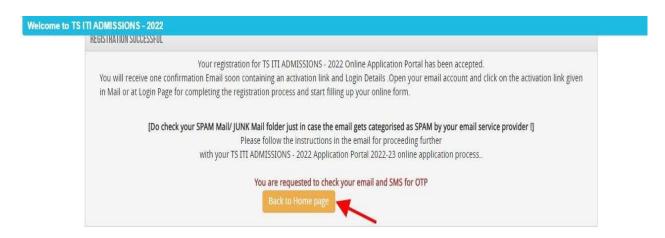




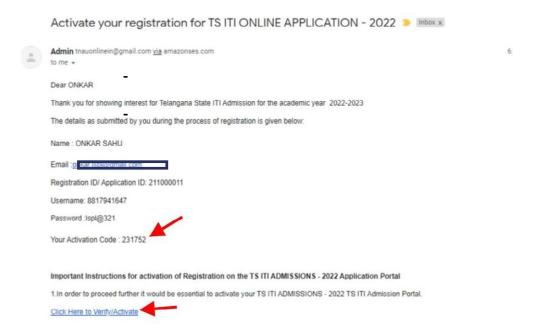




Step 4: Activation and validation of Registration:



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 validation code/link on the e-mail provided by you at Registration Form. You should click on this activation link to confirm and complete your registration process.



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 <code>tnauonlinein@agmail.com</code> 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 <code>tnauonlinein@agmail.com</code> in your Inbox. Always check your "Spam Folder" or "Junk Folder' fore-mails from the Online Application Portal.

1. Click on the activation link received in the e-mail. Your account will not be activated until you click on the activation link, so, *don't forget this important step*.







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.



2. After clicking on the activation link, you will be directed to the validation page in which you are required to fill the validation code sent on your registered mobile number or Email ID. Enter the validation code received on your registered mobile number or EmailID to complete the registration process.



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

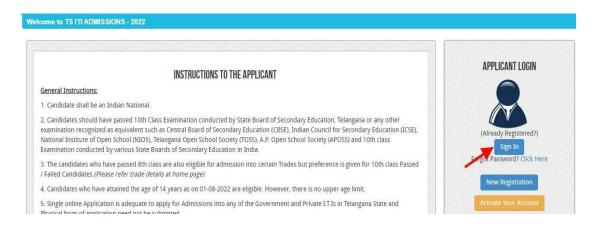


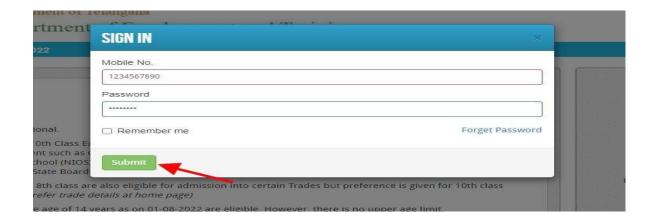




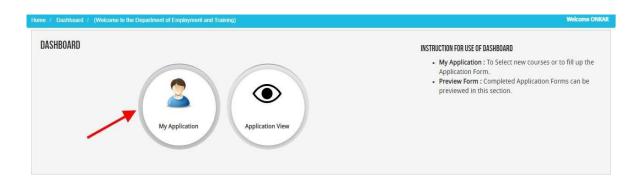
How to fill up the Application form?

Step 1: After activation and validation of your Registration, you can login into the Application Portal.





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





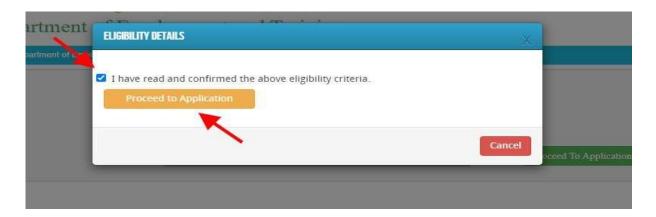




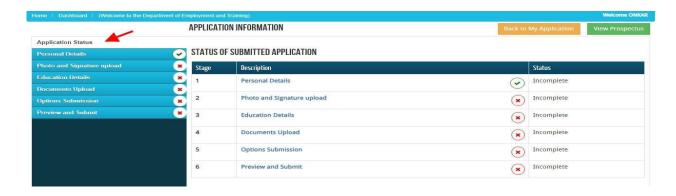
Now on **My Application** page please select the dropdown and then click on the proceed button.



After clicking on the proceed button a Confirmation Popup will appear on your screen, Check and confirm the course details filled by you and then click on "Add the Course button". As shown in the screenshot below.



In Application detail page fill up other required details correctly (As shown in the photo)



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

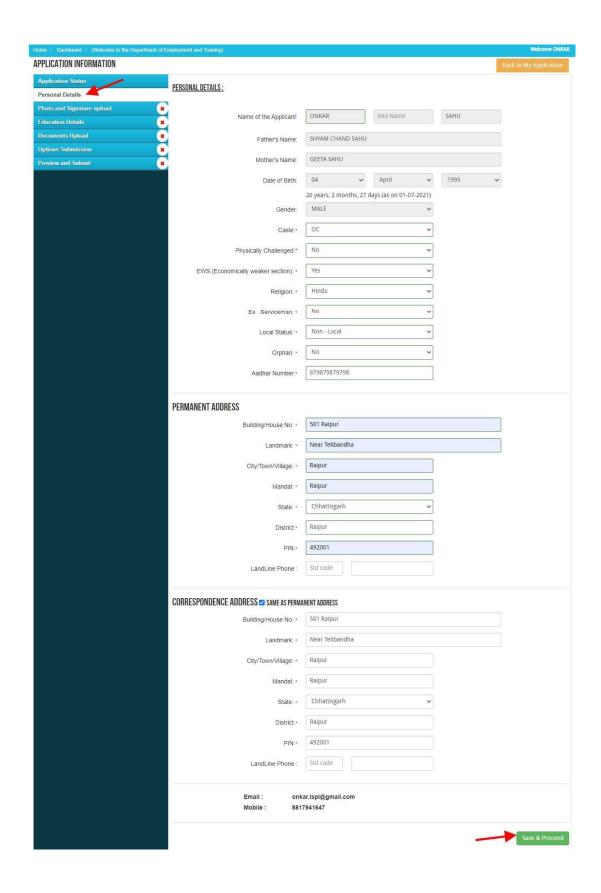






DEPARTMENT OF EMPLOYMENT AND TRAINING

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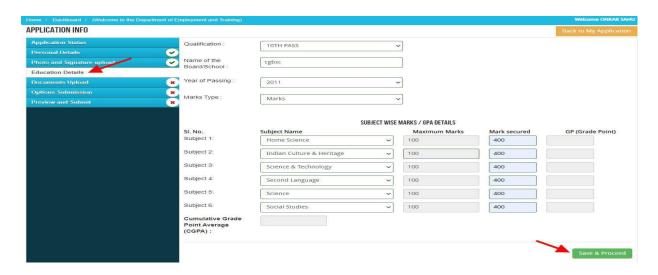








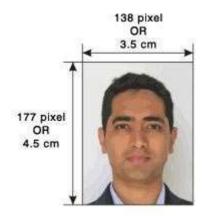
Educational Details: Enter the educational Details and Marks /GP as per the Qualified Mark sheet.



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 photoyou are requested to resize your photo as per the sample images shown here. To resize your scanned photo please follow thefollowing steps:

- Right click on the scanned photo file → Open with→ Microsoft Office Picture Manager.
- 2. Now from the top menu bar, Click Picture \rightarrow 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.



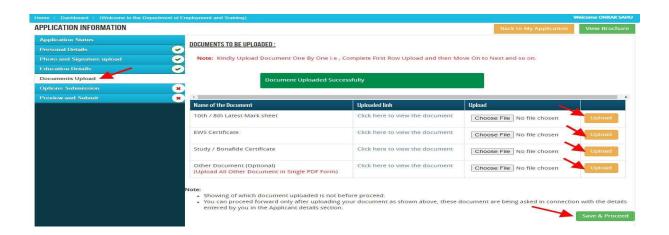




Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click on the Upload Photo' and 'Upload two Signature' button given below the Box.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





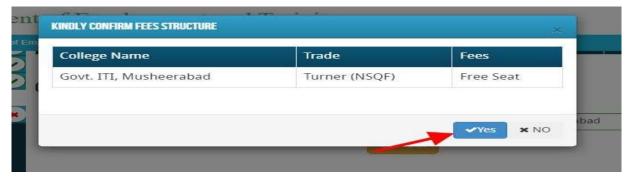




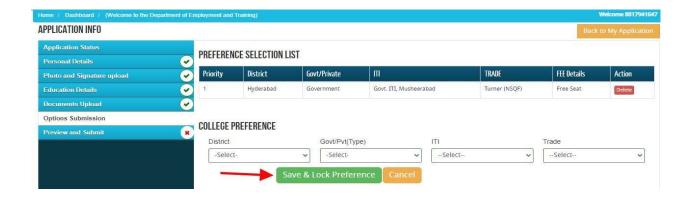
GOVERNMENT OF TELANGANA DEPARTMENT OF EMPLOYMENT AND TRAINING

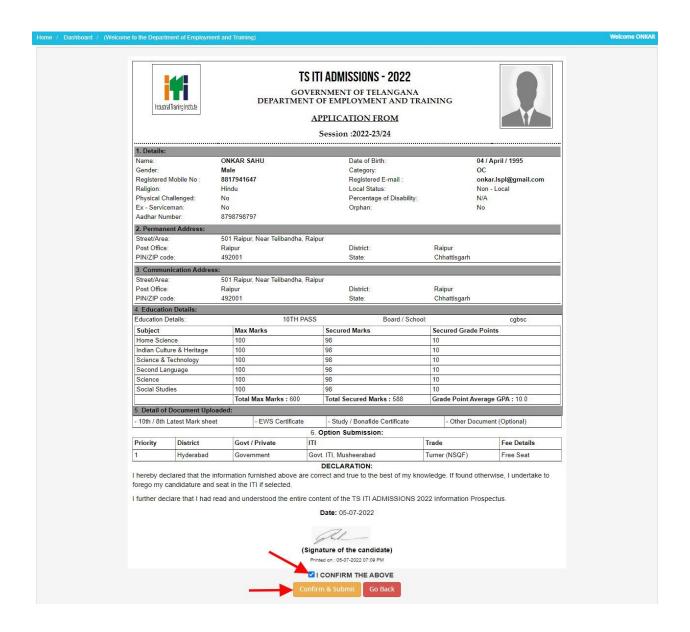
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Options Submission: Applicant should submit the Options as per his/her Preference by selecting District/ Govt. or Private/ ITI Name/Trade Name, after confirming preference selection list appear with fee details and repeat the same procedure for number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





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.

Preview & Submit: Applicant should check the applications by preview before submit. The applicants are instructed to 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".



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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