

# **User Manual For Admission to Industrial Training Institutes**

## Step 1:

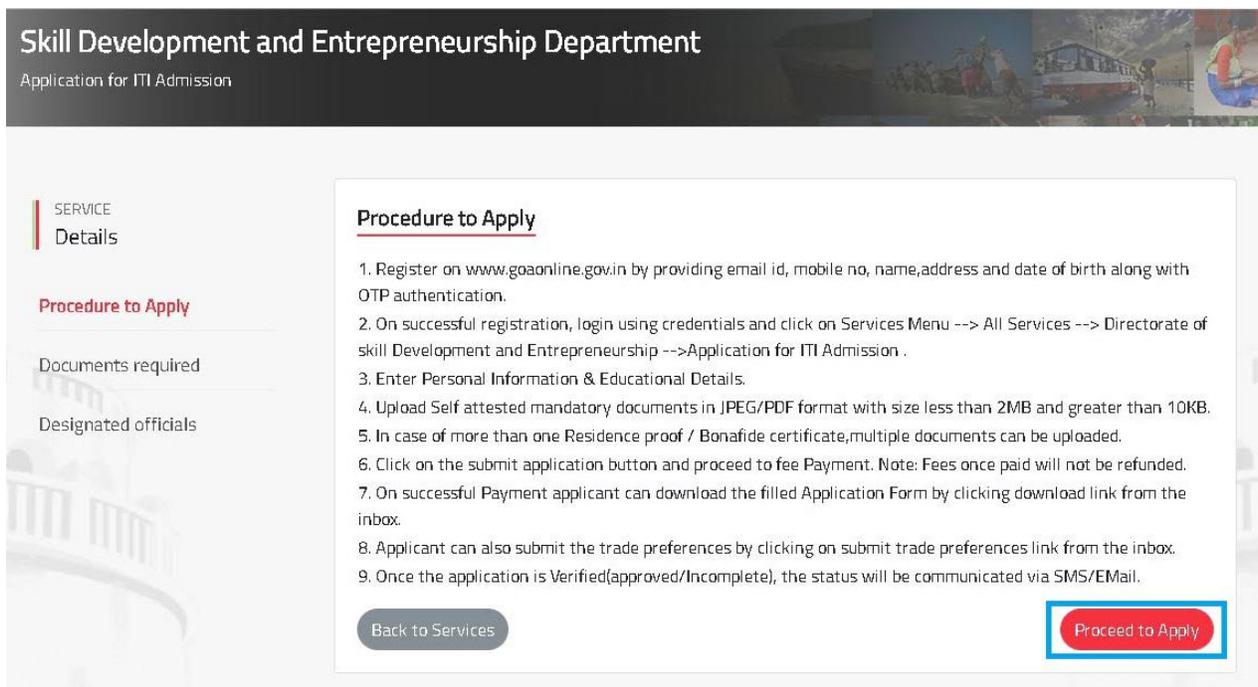
Visit the website of Directorate of Skill Development & Entrepreneurship (<https://dsde.goa.gov.in/>). To proceed with the application submission, Click on '**Apply Now**'.

## Step 2:

You will be redirected to the following page as shown below.

Go through the ***Procedure to Apply, Documents Required and Designated Officials.***

Then, click on '**Proceed to Apply**' as shown in **Fig 1**.



The screenshot displays the website interface for the Skill Development and Entrepreneurship Department. The header includes the department name and the purpose of the application: 'Application for ITI Admission'. A left-hand navigation menu lists 'SERVICE Details', 'Procedure to Apply', 'Documents required', and 'Designated officials'. The main content area is titled 'Procedure to Apply' and contains a numbered list of nine steps. At the bottom of this section, there are two buttons: 'Back to Services' and 'Proceed to Apply', with the latter being highlighted by a red rectangular box.

**Skill Development and Entrepreneurship Department**  
Application for ITI Admission

**SERVICE Details**

**Procedure to Apply**

Documents required

Designated officials

**Procedure to Apply**

1. Register on [www.goaonline.gov.in](http://www.goaonline.gov.in) by providing email id, mobile no, name, address and date of birth along with OTP authentication.
2. On successful registration, login using credentials and click on Services Menu --> All Services --> Directorate of skill Development and Entrepreneurship --> Application for ITI Admission .
3. Enter Personal Information & Educational Details.
4. Upload Self attested mandatory documents in JPEG/PDF format with size less than 2MB and greater than 10KB.
5. In case of more than one Residence proof / Bonafide certificate, multiple documents can be uploaded.
6. Click on the submit application button and proceed to fee Payment. Note: Fees once paid will not be refunded.
7. On successful Payment applicant can download the filled Application Form by clicking download link from the inbox.
8. Applicant can also submit the trade preferences by clicking on submit trade preferences link from the inbox.
9. Once the application is Verified (approved/Incomplete), the status will be communicated via SMS/EMail.

[Back to Services](#) [Proceed to Apply](#)

**Fig 1**

## Step 3:

### Step 3a:

For registered users on GoaOnline, enter the **Username, Password** and click on **Login** as shown in **Fig 2**.

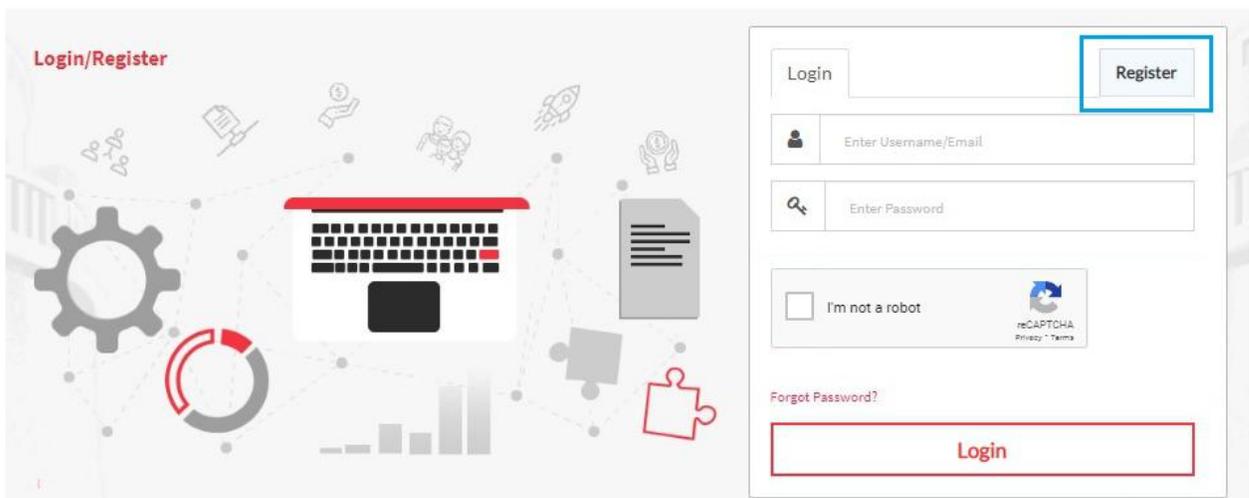


The screenshot shows the 'Login/Register' page. On the left is a decorative background with icons like a laptop, gears, and charts. On the right is the form. The 'Login' tab is selected. The form contains: a 'Register' button, an 'Enter Username/Email' field, an 'Enter Password' field, an 'I'm not a robot' checkbox with a reCAPTCHA logo, a 'Forgot Password?' link, and a 'Login' button. A blue border highlights the 'Enter Username/Email' and 'Enter Password' fields, and the 'Login' button.

Fig 2

### Step 3b:

For non-registered users, click **Register** and complete the registration process. (Fig 3)  
Once done, login to the system.



The screenshot shows the 'Login/Register' page. The 'Register' button is highlighted with a blue border. The form contains: a 'Login' button, an 'Enter Username/Email' field, an 'Enter Password' field, an 'I'm not a robot' checkbox with a reCAPTCHA logo, a 'Forgot Password?' link, and a 'Login' button.

Fig 3

## Step 4:

Click on **Apply Now**.



**Application form for admission to Industrial Training Institute**

Admission for academic year 2020-2021  
Registration of application from : 01-Jul-2020 to 30-Aug-2020

1. Prospectus Fee : Rs.100/- (Applicable only if Prospectus not Bought from any Government ITI)  
2. Application Processing Fee (Inclusive of all Taxes):  
i. ST, SC Category - Rs.413/-  
ii. Others - Rs.826/-

Download Prospectus   
Instructions   
**Apply Now**

Fig 4

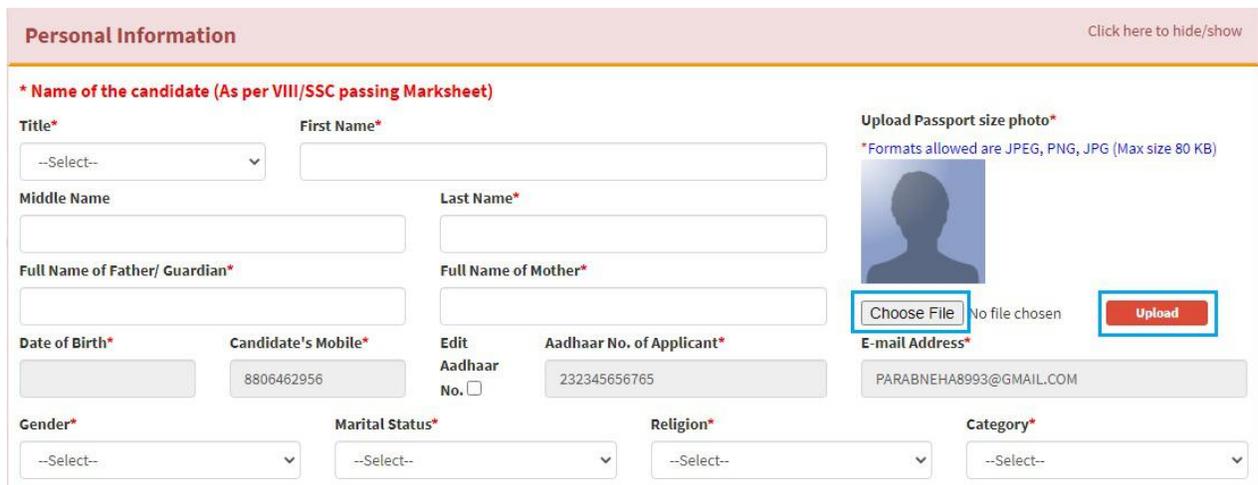
## Step 5:

### Step 5a:

Enter Personal details:-

- Title, First Name, Middle Name** and **Last Name** as mentioned on Marksheet.
- Name of Father/Guardian** and **Name of Mother**.
- Date of Birth, Gender, Marital Status, Religion**

Upload a passport size photo by selecting **Choose File**. Navigate to the image to be uploaded from your computer and then click **Upload** as shown in below.(Fig 5)



**Personal Information** Click here to hide/show

**\* Name of the candidate (As per VIII/SSC passing Marksheet)**

Title\*  First Name\*

Middle Name  Last Name\*

Full Name of Father/ Guardian\*  Full Name of Mother\*

Date of Birth\*  Candidate's Mobile\*  Edit Aadhaar No.  Aadhaar No. of Applicant\*

Gender\*  Marital Status\*  Religion\*  Category\*

Upload Passport size photo\*  
\*Formats allowed are JPEG, PNG, JPG (Max size 80 KB)

No file chosen

E-mail Address\*

Fig 5

## Step 5b:

-Select the appropriate Caste Category

1. **General**
2. **Scheduled Caste (SC)**
3. **Scheduled Tribe (ST)**
4. **Other Backward Classes (OBC)**

If either SC, ST or OBC category is selected, enter **Caste Certificate number**.

Click **Verify Caste Certificate** as shown below. (The verification of the Caste Certificate is Optional).



Fig 6

## Step 6:

Select appropriate category as applicable, as shown below (Fig 7)

1. **Person with Disability(PWD)**
2. **Economically Weaker Sections(EWS)**
3. **Special Category**
  - a) **Children of State and Central Government Employees (CGE)**
  - b) **Children of African Repatriates of Goan Origin (CAR)**
  - c) **Wards of Defense Personnel.**

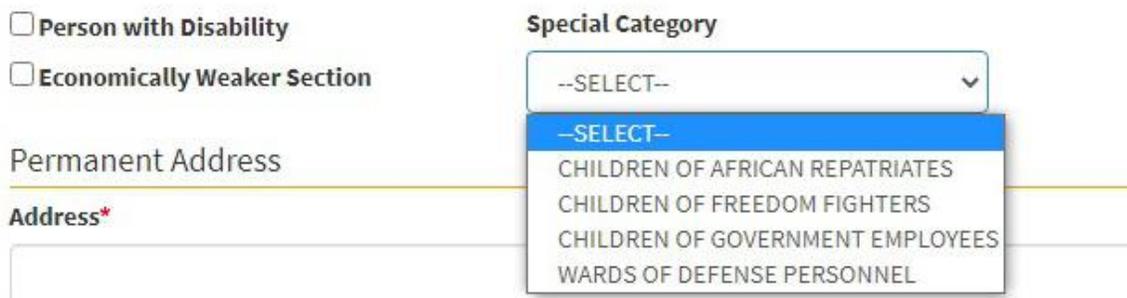


Fig 7

If **Wards of Defence Personnel** is selected under **Special Category** , choose the appropriate sub category:-

- a) **Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.**
- b) **Children of Ex-servicemen**
- c) **Children of serving Jawans**
- d) **Children of serving officers**
- e) **Ex-Servicemen**

The screenshot shows a form with two dropdown menus. The first, labeled 'Special Category', has 'WARDS OF DEFENSE PERSONNEL' selected. The second, labeled 'Defense Personnel\*', is open, showing a list of options: '--Select--', 'CHILDREN OF DECEASED/DISABLED EX-SERVICEMEN, INCLUDING THOSE KILLED/DISABLED DURING PEACETIME', 'CHILDREN OF EX-SERVICEMEN', 'CHILDREN OF SERVING JAWANS', 'CHILDREN OF SERVING OFFICERS', and 'EX-SERVICEMEN'. Below these are input fields for 'District\*', 'Taluka\*', 'Village\*', and 'Pincode\*'.

**Fig 8**

## Step 7:

Enter your Residential details. If the **Correspondence Address** is same as **Permanent Address**, tick the check box as shown in the Figure.

The screenshot shows two sections: 'Permanent Address' and 'Correspondence Address'. Each section has an 'Address\*' input field. Below each is a row of dropdowns for 'State\*', 'District\*', 'Taluka\*', 'Village\*', and 'Pincode\*'. In the 'Permanent Address' section, 'GOA' is selected for State. A checkbox labeled 'Correspondence Address is same as Permanent Address' is checked and highlighted with a blue border.

**Fig 9**

## Step 8:

For the section ***Do you have 10 year continuous domicile/residence proof in Goa preceding the date of application?***, select either ***Yes*** or ***NO***.

### Step 8a:

***If Yes***, Select the document proving 10 years residence in Goa. Option will be provided later to upload multiple documents against the selected items.

Do you have 10 years continuous domicile / residence proof in Goa preceding the date of application ?\*

YES

Residence Proof documents\* (All Documents are not mandatory. Any document proving 10 years continuous domicile / residence in Goa to be tick marked.)

<input type="checkbox"/> GAP certificate issued by Notary /Break Certificate from Mamladar	<input type="checkbox"/> Residence Certificate for minimum period of 10 years
<input type="checkbox"/> School/Institute/College Leaving Certificate	<input type="checkbox"/> Transfer/Migration Certificate
<input type="checkbox"/> Bonafide Certificate	<input type="checkbox"/> Others

Fig 10

***If Residence Certificate for minimum period of 10 years***, is ticked, enter ***Residence Certificate No.***

Click ***Verify Residence Certificate***, as shown below. (*The Verification of the Residence Certificate is Optional*).

Residence Proof documents\* (All Documents are not mandatory. Any document proving 10 years continuous domicile / residence in Goa to be tick marked.)

<input type="checkbox"/> GAP certificate issued by Notary /Break Certificate from Mamladar	<input checked="" type="checkbox"/> Residence Certificate for minimum period of 10 years
<input type="checkbox"/> School/Institute/College Leaving Certificate	<input type="checkbox"/> Transfer/Migration Certificate
<input type="checkbox"/> Bonafide Certificate	<input type="checkbox"/> Others

Residence Certificate No.\*

Residence Certificate issue date

Verify Residence Certificate

Fig 11

### Step 8b:

***If NO***, the following note will be displayed.

Do you have 10 years continuous domicile / residence proof in Goa preceding the date of application ?\*

NO

\* As you are not able to produce the document indicating last 10 years continuous domicile / residence proof in Goa preceding the date of application, your admission is subject to availability of the vacant seats after completion of all the admission rounds. It is important to note that your name will not be considered during generation of All Goa Merit List.

Fig 12

## Step 9:

Enter Bank **IFSC code**.

**Bank Name and Branch** will get auto populated.

Enter **Account No.** and re-enter it to **Confirm Account No.**

Bank Account Information		
IFSC code CORP0000142	Bank Name CORPORATION BANK	Branch Name MARGAO
Account No.*	Confirm Account No.*	

**Fig 13**

The Bank Details entered above , should be of the '**Student**'. The bank account number entered here will be used for future reference at the time of grant of scholarships or any other financial aid from Department to the student.

## Step 10:

Enter the following Parent Details:-

1. **Mobile Number (Compulsory)**
2. **Office Address (Optional)**
3. **Office Phone Number (Optional)**

Select Yes/No for the following:-

1. **Is your Family Income less than 3 lacs ?**
2. **Are you a Below Poverty Line (BPL) or Antodaya Card holder ?**

**If Yes**, corresponding documents towards the same need to be uploaded, in the **Document Upload** Section Ahead.

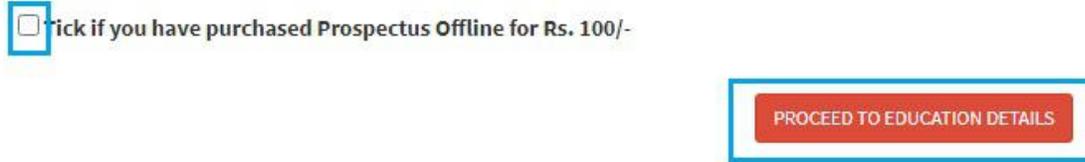
Parent's Contact Details		
Mobile No.*	Office Address (if any)	Office Phone No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Is your family income less than 3 Lakhs ?*	Are you a BPL(PHH) or Antyodaya(AAY) Ration card holder ?*	
<input type="text" value="YES"/>	<input type="text" value="YES"/>	
<b>* Corresponding document towards family income needs to be uploaded in the document upload section ahead.</b>		
<b>* Corresponding document towards BPL / Antyodaya needs to be uploaded in the document upload section ahead.</b>		

**Fig 14**

## Step 11:

Incase the Prospectus is purchased offline, tick the checkbox.

Once all the fields are entered and confirmed, click **Proceed To Education Details**.



Tick if you have purchased Prospectus Offline for Rs. 100/-

PROCEED TO EDUCATION DETAILS

Fig 15

## Step 12:

Select **Education Qualification** from the dropdown (Fig 16)

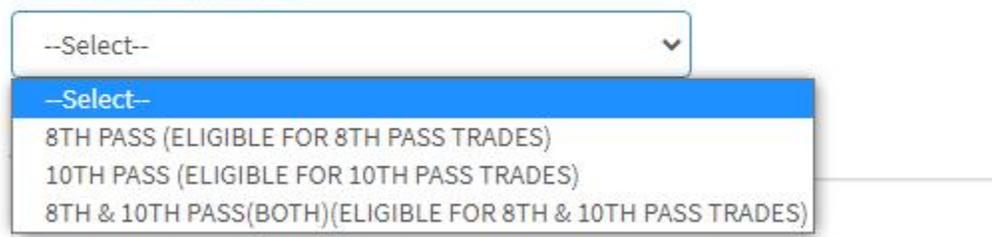
If the student wishes to apply for trades which require 8<sup>th</sup> Std as the minimum qualification, then select **8<sup>th</sup> Pass**.

Similary, if the student wishes to apply for trades which require 10<sup>th</sup> Std as the minimum qualification, then select **10<sup>th</sup> Pass**.

If the student wishes to apply for both, 8<sup>th</sup> Std trades as well as 10<sup>th</sup> Std trades, Select **8<sup>th</sup> Pass and 10<sup>th</sup> Pass Both**. In such as case, the student's name will appear on both 8<sup>th</sup> as well as 10<sup>th</sup> Merit List.

### Educational Qualifications (Minimum Qualifying Examination)

#### Education Qualification\*



--Select--

--Select--

8TH PASS (ELIGIBLE FOR 8TH PASS TRADES)

10TH PASS (ELIGIBLE FOR 10TH PASS TRADES)

8TH & 10TH PASS(BOTH)(ELIGIBLE FOR 8TH & 10TH PASS TRADES)

Fig 16

**Step 12a:**

If **8<sup>th</sup> Pass** is selected as **Education Qualification**, list of trades available will be displayed.

**Education Qualification\***

8TH PASS (ELIGIBLE FOR 8TH PASS TRADES) ▾

**Trades available for 8th Pass Qualification**

Wireman, Welder, Carpenter, Plumber, Welder(Fabrication & Fitting), Garment and Sales Asst., Driver cum Mechanic(LMV)

**Fig 17**

Select the Grade Point System followed by your school for the preparation of marksheet.

**Kindly verify Grade Point system with your school.**

**Grade Point System\***

--Select-- ▾

--Select--

5 POINT (A, B, C, D, E)

5 POINT (A+, A, B+, B, C)

7 POINT (A, B, C, D, E, F, G)

9 POINT (A, B, C, D, E, F, G, H, I)

**Fig 18**

Select grades obtained in different subjects as shown in **Fig 19**.

Grade obtained in			
English (1st Language)	Hindi (2nd Language)	Marathi / Konkani / Sanskrit (3rd Language)	M
A ▾	A ▾	B ▾	A+
--Select--			
A			
A+			
B			
B+			
C			

College attended

**Fig 19**

## Step 12b:

If **10<sup>th</sup> Pass** is selected as **Education Qualification**, list of trades available will be displayed.

Education Qualification\*

10TH PASS (ELIGIBLE FOR 10TH PASS TRADES) ▾

**Trades available for 10th Pass Qualification(With Maths & Science compulsory)**  
Mechanic Refrigeration & Air Conditioner, Electronics Mechanic, Computer Operator & Programming Assistant, Desk Top Publishing Operator, Stenographer Secretarial Assistant(English), Secretarial Practice(English), Basic Cosmetology, Food Production(General), Food & Beverages Service Assistant, Sewing Technology, Multimedia, animation & Special Effects, Housekeeper, Front Office Assistant, Travel and Tourism Assistant, Digital Photographer

**Trades available for 10th Pass Qualification(With Maths & Science not compulsory)**  
Information & Communication Technology System, Fitter, Turner, Machinist, Electrician, Instrument Mechanic, DraughtsMan(Mechanical), DraughtsMan(Civil), Mechanical Motor Vehicle, Mechanical Diesel, Attendant Operator(Chemical Plant), Solar Technician(Electrical), Computer Hardware & Network Maintenance, Mechanic Two and Three Wheeler

Fig 20

Select **Mode of Training** .

Mode of Training\*

--Select-- ▾

--Select--

C.B.S.E (CENTRAL BOARD OF SECONDARY EDUCATION)

OPEN SCHOOL

S.S.C (STATE BOARD)

Fig 21

If **C.B.S.E** is selected as **Mode of Training**, enter **CGPA** and **Grade points Obtained** in each subject shown in below figure.

Enter **No. of Attempts**.

(If the No. of Attempts are more than one,corresponding marksheets need to be uploaded later.)

**(In case of multiple attempts, enter the marks obtained in last attempt only i.e of the attempt cleared by the student.)**

Mode of Training\*

C.B.S.E (CENTRAL BOARD OF SECONDARY EDUCAT) ▾

CGPA	% Obtained	Grade Points Obtained in			No. of Attempts #
		Mathematics	Science	English	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# In case the No. of Attempts is more than one, corresponding marksheets needs to be uploaded.  
# In case of multiple attempts, enter the marks obtained in the last attempt only.

Fig 22

If *S.S.C* or *Open School* is selected as **Mode of Training**, enter **Total Marks Obtained**, **Maximum Marks**, **Marks obtained**.

Enter **No. of Attempts**.

(If the No. of Attempts are more than one, corresponding marksheet needs to be uploaded later.)

**(In case of multiple attempts, enter the marks obtained in last attempt only i.e of the attempt cleared by the student.)**

Mode of Training\*

OPEN SCHOOL

Total Marks Obtained	Maximum Marks	% of Marks Obtained	Marks Obtained in						No. of Attempts #
			Mathematics		Science		English		
			Marks	Out Of	Marks	Out Of	Marks	Out Of	
<input type="text"/>									

# In case the No. of Attempts is more than one, corresponding marksheet needs to be uploaded.  
 # In case of candidates passing in multiple attempts, latest passing marks of that particular subject to be entered and accordingly final total should be calculated and entered.

**Fig 23**

**Step 12c:**

If **8<sup>TH</sup> pass and 10<sup>TH</sup> pass (Both)** is selected as **Education Qualification**, list of trades for both will be displayed.

Education Qualification\*

8TH & 10TH PASS(BOTH)(ELIGIBLE FOR 8TH & 10TH)

**Trades available for 10th Pass Qualification(With Maths & Science compulsory)**  
 Mechanic Refrigeration & Air Conditioner, Electronics Mechanic, Computer Operator & Programming Assistant, Desk Top Publishing Operator, Stenographer Secretarial Assistant(English), Secretarial Practice(English), Basic Cosmetology, Food Production(General), Food & Beverages Service Assistant, Sewing Technology, Multimedia, animation & Special Effects, Housekeeper, Front Office Assistant, Travel and Tourism Assistant, Digital Photographer

**Trades available for 10th Pass Qualification(With Maths & Science not compulsory)**  
 Information & Communication Technology System, Fitter, Turner, Machinist, Electrician, Instrument Mechanic, DraughtsMan(Mechanical), DraughtsMan(Civil), Mechanical Motor Vehicle, Mechanical Diesel, Attendant Operator(Chemical Plant), Solar Technician(Electrical), Computer Hardware & Network Maintenance, Mechanic Two and Three Wheeler

**Trades available for 8th Pass Qualification**  
 Wireman, Welder, Carpenter, Plumber, Welder(Fabrication & Fitting), Garment and Sales Asst., Driver cum Mechanic(LMV)

**Fig 24**

Enter 8<sup>TH</sup> as well as 10<sup>TH</sup> Std marks/grades as shown in the figure below.

**8th Details**

**Kindly verify Grade Point system with your school.**

**Grade Point System\***

--Select--

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**10th Details**

**\* In case you have not opted for Mathematics or Science or both in 10th, kindly leave the field blank or enter 0.**

**Mode of Training\***

--Select--

Fig 25

### Step 13:

Enter **Address of the last school/college attended, Name of last school/college attended** and **year of passing** shown in Fig 26.

Read all the declarations carefully for **Undertaking by Candidate** and then click on the check box as shown in below fig.

Click on **Proceed To Document Upload** to proceed.

Address of the last School / College attended

Name of last School / College attended

Year of Passing

--Select--

Undertaking by Candidate

**\* Application with incomplete information and without self-attested copies of necessary certificates will lead to disqualification and may not be considered.**

**\* The mobile number and E-mail address has to be mandatorily retained by admitted trainees till the completion of course for examination verification and placement tracking purpose for minimum 3 years.**

I hereby confirm that the information provided above is true. If admitted, I shall deposit the requisite fee and caution money amount as mentioned in this Prospectus to the respective ITI. I shall take proper care of the tools and equipments entrusted to me.

I agree to confirm to the Rules and Regulations presently in force at the Institute or that may be made hereafter for the administration of the Institute. I also undertake that as long as I continue to be a trainee of the Institute, I shall do nothing unworthy of a trainee of the Institute or do anything that will interfere with its orderly working and discipline.

I declare that the above furnished information is correct to the best of my knowledge. If found incorrect at any point of time, my candidature can be canceled.

I undertake that I will abide by the Rules and Regulations of the Directorate of Skill Development & Entrepreneurship, Govt. of Goa.

I declare that I have gone through and understood the eligibility criteria for admission to ITI and I will be solely responsible for my eligibility and I shall be denied admission if I am not found eligible at the time of admission.

I, holder of Aadhaar card, hereby give my consent to Government of Goa to obtain my aadhaar number, name and fingerprints/iris for authentication with UIDAI. Government of Goa has informed me that my identity information would only be used for the purpose of availing scheme benefit and also informed that my biometrics will not be stored/shared and will be submitted to CIDR only for the purpose of authentication.

**PROCEED TO DOCUMENT UPLOAD**

Fig 26

## Step 14:

This is the section where you will have to upload **Mandatory List of Documents** as shown in **Fig 27**.

Choose the document to be uploaded from **Document Type**.

Click on **Choose File** under **Select file** and navigate to the document and click on **Upload**.

**Document(s) Upload**

**Document Type \***

Aadhaar card ▾

Choose One

Birth Proof

Income Certificate

Caste Certificate

**Aadhaar card**

Prospectus Receipt

Parents Defense or Ex-servicemen Certificate

Statement of Marks(10th pass)-Final Attempt

Below Poverty Line/Antyodaya Certificate

Leaving Certificate

UPLOAD

**Fig 27**

## Step 15:

Choose the **Nearest Government ITI** and click on **Submit & Proceed to Pay**

**Nearest Government ITI\***

PERNEM GOVERNMENT ITI ▾

--Select--

BICHOLIM GOVERNMENT ITI

CACORA GOVERNMENT ITI

CANACONA GOVERNMENT ITI

FARMAGUDI GOVERNMENT ITI

INDO-GERMAN PRIVATE ITI

MAPUSA GOVERNMENT ITI

MARGAO GOVERNMENT ITI

MONTFORT PRIVATE ITI

PANAJI GOVERNMENT ITI

**PERNEM GOVERNMENT ITI**

SATTARI GOVERNMENT ITI

SESA PRIVATE ITI

VASCO GOVERNMENT ITI

SUBMIT & PROCEED TO PAY

Quick Links

Privacy Policy

Terms & Conditions

Disclaimer

Refund & Cancellation

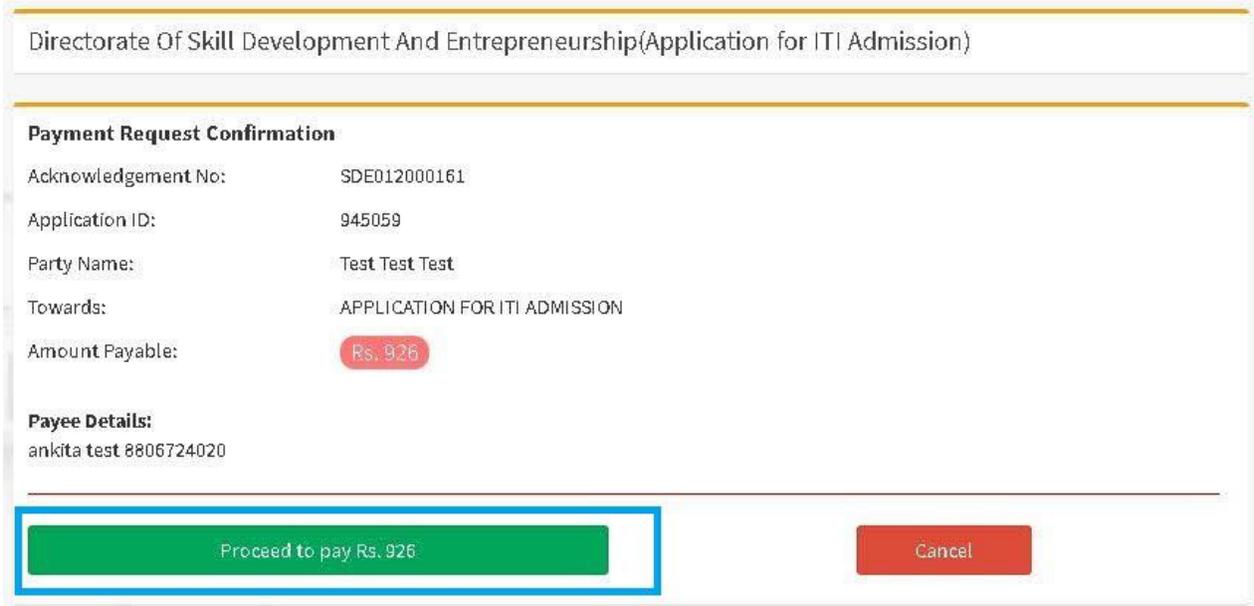
How to validate e-sign



**Fig 28**

## Step 16:

Click on ***Proceed to Pay***



Directorate Of Skill Development And Entrepreneurship(Application for ITI Admission)

**Payment Request Confirmation**

Acknowledgement No: SDE012000161

Application ID: 945059

Party Name: Test Test Test

Towards: APPLICATION FOR ITI ADMISSION

Amount Payable: **Rs. 926**

**Payee Details:**  
ankita test 8806724020

**Proceed to pay Rs. 926** (highlighted with a blue border)

**Cancel**

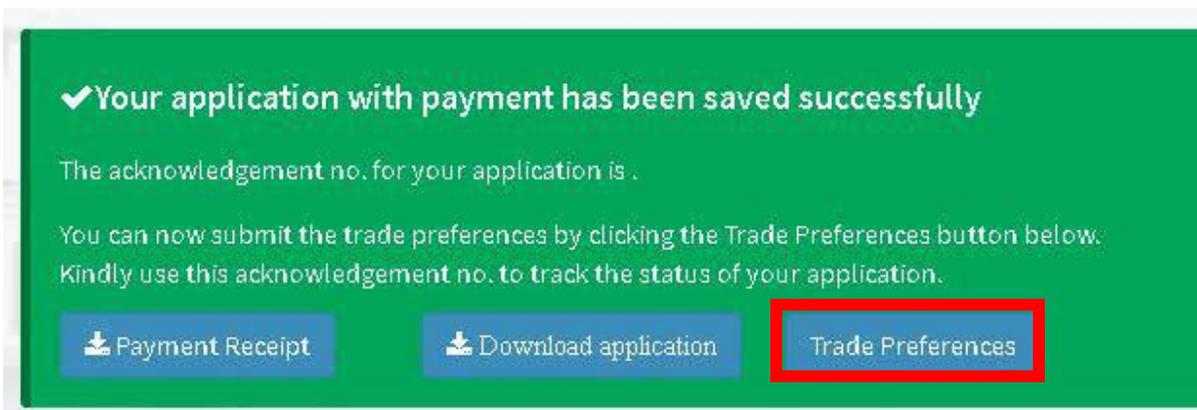
**Fig 29**

## Step 17:

An external Payment Gateway Link will be made available for online payment of fees. After successful completion of the online payment, the following 3 options will be displayed as shown in the figure:-

- 1. Download Payment Receipt***
- 2. Download Filled Application Form***
- 3. Trade Preferences***

Download the Payment Receipt and Filled Application form and then click on ***Trade Preferences***.



✓ **Your application with payment has been saved successfully**

The acknowledgement no. for your application is .

You can now submit the trade preferences by clicking the Trade Preferences button below.  
Kindly use this acknowledgement no. to track the status of your application.

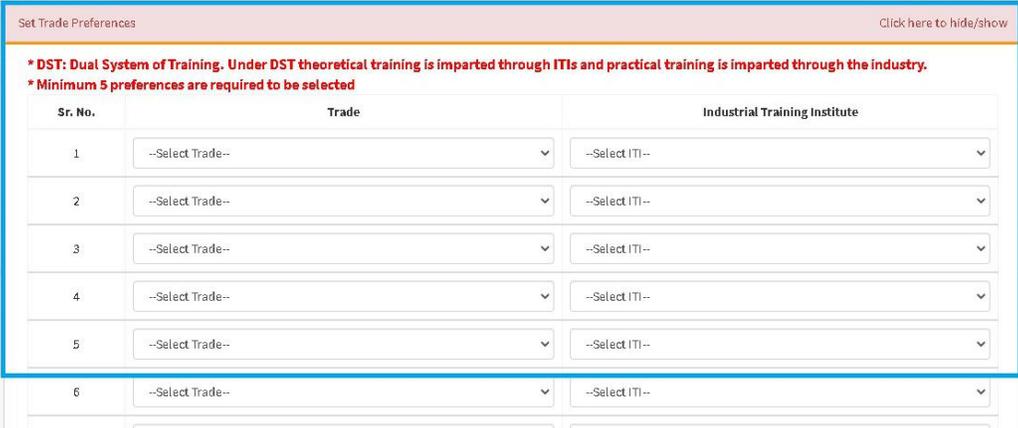
**Payment Receipt**   **Download application**   **Trade Preferences** (highlighted with a red border)

**Fig 30**

## Step 18:

To enter your trade preferences, select the **Trade** as well as the **ITI** as per priority. The topmost preferences will be treated as 1<sup>st</sup> priority. Enter a minimum of 5 trade preferences and then click on '**Save Trade Preferences**'

**Note: Selecting Trade Preferences is not mandatory at this stage. Students can enter the same at a later stage, but prior to the 'last' date set for the same.**



Sr. No.	Trade	Industrial Training Institute
1	--Select Trade--	--Select ITI--
2	--Select Trade--	--Select ITI--
3	--Select Trade--	--Select ITI--
4	--Select Trade--	--Select ITI--
5	--Select Trade--	--Select ITI--
6	--Select Trade--	--Select ITI--

**Fig 31**

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