

**Government of West Bengal**  
**Technical Education, Training & Skill Development Department**  
**Directorate of Industrial Training**  
**B/7, Action Area -III, New Town**  
**Karigori Bhavan, 2<sup>nd</sup> floor, Kokata-700160**

13-07-2023

**CIRCULAR**

**Sub: Guideline for admission of trainees (under CTS/DST courses) in Govt. ITIs/ITCs and Asansol Junior Polytechnic and Govt. ITIs running under PTPs for August'2023 Academic session.**

The last date of 3<sup>rd</sup> phase of online admission is 27.07.2023. In continuation of earlier this office Memo no. I/407161/2023, dt. 16.06.2023 the following guidelines are to be followed by all the Head of the Govt. ITIs and Govt. ITIs running under PTPs.

1. The regular classes (physical class) of the newly admitted trainees will start on & from 01.08.2023.
2. **At the time of physical reporting at the institute, candidate should bring the following documents along with all original testimonials.**
  - A. **For "E" Group of trades.**
    - i. Self attested copy of final mark-sheet and certificate of Class VIII. The Mark sheet and certificate should have the school registration number.
    - ii. Self attested copy of certificates for S/C, S/T, P/H (if any). A candidate should have certificate in his/her name only for availing admission under any reserved seat (SC/ST/PH).
    - iii. Three (3) copies of recent stamp size colored photographs.
    - iv. Self attested copy of Adhar Card (if available).
    - v. VTC quota candidates should submit their any Vocational course completion certificate/mark sheet issued by the WBSCT&VE&SD/PBSSD/ VTCs under Govt. of West Bengal.
    - vi. Medical certificate of fitness issued by a medical practitioner of MBBS or BHMS degree as per given format (Available in the website).
  - B. **For "M" Group of trades.**
    - i. Self attested copy of certificates like age-proof / Admit card of Madhyamik or equivalent examination, mark-sheet and certificate of Madhyamik or equivalent examination.
    - ii. Self attested copy of certificates for S/C, S/T, P/H (if

- any). A candidate should have certificate in his/her name only for availing admission under any reserved seat (SC/ST/PH).
- iii. Three (3) copies of recent stamp size colored photographs.
  - iv. VTC quota candidates should submit their any Vocational course completion certificate issued by the WBSCT&VE&SD/PBSSD/VTCs under Govt. of West Bengal.
  - v. Medical certificate of fitness issued by a medical practitioner of MBBS or BHMS degree as per given format (Available in the website).
3. If for a particular candidate any information printed in the Allotment letter is found wrong/missing (such as Name of the candidate, Father's Name, Mother's Name, Date of Birth, Gender, Category, mobile Number) all Head of Institute are advised to verify the candidate against the Application number, allotment number and trades as available in his/her Admin login along with all other proof of document as submitted by the candidate. **The Date of Birth, Name and Father's Name should match with the Class X pass certificate for "M" group of candidates and for "E" group of candidates the above mentioned information should match with the final mark-sheet and certificate of Class VIII.**
  4. Head of the institute will verify all testimonials of the intending candidates at the time of physical reporting of the trainees. If any discrepancies (especially in Marks, Caste, Gender, VTC/PBSSD quota etc) found the seat allotment/admission of the candidate will be cancelled and to be recorded by the admission committee of the respective Institute.
  5. Candidates are required to submit Medical Certificate as per prescribed format. The certificate should be issued by the Doctor with at least MBBS or equivalent qualification.
  6. Trainees absenting for **ten (10) consecutive days from the date of commencement of class** may be discharged and the case is to be intimated to the DIT, WB through hard copy and mail i.e wbditadmission@gmail.com. However, in that case, the head of the institutes should have adequate record that the trainee is not willing to continue the course. All the head of the institutes are further advised to follow the training manual of DGT in this regard.

  
 Director of Industrial Training  
 West Bengal



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Copy forwarded for information and necessary action to:

1. The Secretary, WBSCVT
2. The Commissioner, TET&SD Department in the North Bengal branch Office of the Secretariat.
3. The Joint Director of Industrial Training - Regional Office Durgapur / Siliguri.
4. The Deputy Director of Industrial Training - In charge of ITI Tollygunje/Gariahat/Howrah Homes,
5. The Principal/Superintendent/ADIT in charge ITI/ITC/Jr. Polytechnic \_\_\_\_\_
6. The Principal of Govt. ITIs under PTP
7. The Principal of \_\_\_\_\_ Pvt. ITI

 13/07/22  
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