

1/5

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION**

ADMISSION CENTRE : WORLD CLASS SKILL CENTRE

VIVEK VIHAR, DELHI-110095

Phone-011-22144897, 011-22144948, E-mail-

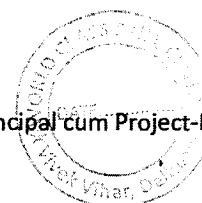
wscdelhi@hotmail.com

F.1 (11)/WCSC VV/XII batch/admission/2019-20/

Dated: 28-02-2019

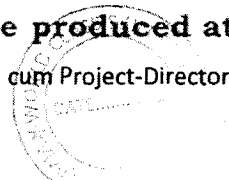
ADMISSION SESSION MARCH 2019-FEBRUATY 2020
INSTRUCTIONS TO THE CANDIDATES FOR ADMISSION
COUNCELLING AGAINST FINAL RANK LIST

1. The candidate must read the condition of eligibility as given in the information bulletin March 2019 very carefully & must satisfy themselves regarding their eligibility for admission in any sector.
2. It is the sole responsibility of the candidates to ensure that they fulfill the eligibility criteria for seeking admission, if at any stage of admission procedure, the information furnished by the candidate is found to be incorrect or untrue, the admission of the candidate shall be cancelled and fees would be forfeited.
3. Merely qualifying the RANK list does not guarantee admission. Seat will be offered only after document verification and checking eligibility criteria.
4. All the candidates whose name appears in the final rank list should report for counselling and document verification for admission at Admission Centre i.e. World Class Skill Centre, Vivek Vihar, Delhi-110095 as per the counselling schedule.
5. It is **MANDATORY** for the candidates to adhere to the schedule. The candidate who fails to report on the scheduled date and time, his/her candidature against the seat/s available would be cancelled and the seat will be allotted to the next available candidate.
6. Admission will be offered after verification of the original documents.



2/5

7. The candidate must bring the following documents in **ORIGINAL** for the purpose of verification:-
- a) Acknowledgment Card in original
 - b) Class 10th Pass certificate
 - c) Class 10th Mark-sheet
 - d) Class 12th Pass certificate
 - e) Class 12th Mark-sheet
 - f) Fees of Rs. 11800/- in the form of three DD's or bring credit card/Net banking only for payment through SBI COLLECT portal. The SBI COLLECT portal is NOT accepting the Debit Card/ RuPay Card for fee payment.
 - g) Caste Certificate required for claiming admission against reserved category i.e. SC/ST/OBC in original.
 - h) Character Certificate from the Head of the Institute from where the qualifying examination has been passed or from any Gazetted Officer (original), not more than 6 months old.
 - i) Medical Fitness Certificate from Registered Medical Practitioner /MBBS or above (in information bulletin March 2019 at Annexure-1).
 - j) Undertaking by the selected candidates on the prescribed form (in information bulletin March 2019 at Annexure-2) in original.
 - k) Undertaking as per format on prohibition of ragging by the candidate and candidate's parents/guardian (in information bulletin March 2019 at Annexure-3).
 - l) In case of students who have passed the qualifying examination through NIOS, the location of his/her exam center proof/certificate from NIOS stating the center from where the qualifying examination has been passed, has to be produced (in original) at the time of verification of documents.
 - m) Any other relevant document.
8. **State of Candidate:** As per admission policy, the state of candidate will be considered on the basis of his/her state of Qualifying Examination e.g. if a candidate having state of domicile as Delhi but has passed his qualifying exam from Other State then he/she would be considered outside Delhi candidate and vice versa.
9. **Category of the candidate:** Specific reservations exist for SC, ST & OBC candidates. Original Caste certificate in the name of the applicant from competent authority has to be produced at



the time of verification, failing which the candidate may be considered under General Category. If the candidate fails to submit the caste certificate at the time of counseling, his/her candidature under the specified category will stand cancelled. The category of the candidate would be determined based on jurisdiction of his caste certificate and qualifying state:-

- i) A candidate would be considered as Delhi category candidate (SC/ST/OBC) only if both jurisdiction of his caste certificate and qualifying state is Delhi.
- ii) Candidates with qualifying state other than Delhi and possessing Delhi jurisdiction Caste certificate (SC/ST/OBC) would be considered under other state General Category.
- iii) Candidates having Delhi qualifying state and possessing Category certificate of other state jurisdiction would be considered as Delhi General Candidate.
- iv) SC/ST candidates with qualification from other state and jurisdiction of caste certificate from any state would be considered other state SC/ST candidate.
- v) OBC candidates qualifying from other state and jurisdiction of caste certificate from same state as qualifying state would be considered other state OBC candidate.
- vi) The creamy layer amongst OBCs has been excluded from benefit of reservation from OBC category.
- vii) For availing reservation under OBC category candidate is required to bring OBC Certificate from competent authority clearly indicating that he/she belongs to non-creamy layer. Statement of Family income for the previous year from all sources should also be mentioned in the certificate. The OBC (Non Creamy Layer) certificate is to be issued on or after 1st April 2018. If it is issued prior to 01-04-2018, it should be accompanied with Non-Creamy Layer (NCL) certificate issued on or after 01-04-2018 from the competent authority mentioned in the list of approved authorities.

10. **SUB CATEGORY OF THE CANDIDATE:** Reservations exist for sub categories as given below. The candidate fills his/her sub category correctly and produces the necessary documents at the time of verification/counseling.

- i) **Person with Disabilities /Divyang (As per Rights of Persons with Disabilities Act, 2016):** These candidates need to get a fitness certificate from Vocational

Rehabilitation Centre for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-110092. (in the Prescribed Proforma, given at Annexure VI).

ii) For dyslexia:- a certificate of suitability as to whether the applicant is fit for undergoing the course applied for, has to be furnished from the competent authority/ IHBAS. (Institute of Human Behavior and Allied Sciences, Dilshad Garden, Delhi. (in the Prescribed Proforma, given at Annexure VII)

iii) Defense Personnel (reserved for widows / wards of Military/ Para Military personnel (CRPF, ITBP, BSF, CISF, NSG & Assam Rifles): Candidates seeking admission under Defense Personnel quota have to get their candidature certified by any of the following authorities in the prescribed Proforma given at Annexure VIII:

- Secretary, Kendriya Sainik Board, Delhi.
- Secretary, Rajya / Zila Sainik Board.
- Officer-in-Charge, Record Office of concerned service for serving personnel.

The seats would be offered to the candidates on the basis of inter se merit in the following order of preference:-

- A. Widows/wards of defense personnel killed in action.
- B. Wards of serving personnel & ex-servicemen disabled in action.
- C. Widows/wards of defense personnel who died in peacetime with death attributable to military service.
- D. Wards of defense personnel disabled in peacetime with disability attributable to military service.
- E. Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Awards.
- F. Wards of Ex-servicemen
- G. Wards of serving personnel.

11. The candidates pursuing any full-time regular course from any Government Institute are not eligible to take admission under any circumstances. If any candidate found to be enrolled in any regular course at any time, he will be terminated at any stage of training and fees will be forfeited.

12. Seat will be confirmed only after verification of documents & deposition of fees and allotment of roll number.



13. Fees can be paid either offline through Demand Draft or online by CREDIT CARD/NET BANKING only through SBI collect portal at the time of confirmation/allotment of the seat, Separate instructions for payment of fees will be issued. Candidates are advised to carefully go through the instructions. For offline fee payment through demand draft refer Annexure-A & for online fee payment refer Annexure-B.
14. In case, the fees is paid online through SBI collect portal (for detailed instructions how to pay fee online refer Annexure-B), the candidate should report to the Seat Allotment Desk after paying the fees through SBI collect portal and produce payment confirmation receipt for confirmation of seat and allotment of roll number immediately.
15. The academic session March 2019 to February 2020 may commence from 2nd Week of March 2019. The working hour of Institute is Monday to Friday from 08:30 a.m. to 05:00 p.m. except Saturday/Sunday/Gazetted holidays.
16. Orientation of newly admitted students scheduled will be displayed on the Notice Board of the respective Institute. The students are advised to bring their parents/local guardians with them for orientation.
17. The student should report in formal attire along with the admission slip in original for orientation as per the time slot displayed in orientation schedule of the respective Institute.
18. The use of mobile phones is strictly prohibited in the Institute's Premises. If someone is found using the mobile phone, it will be confiscated.
19. Ragging is prohibited in the campus. Any candidate found involved in any rowdy or indiscipline activity which causes or is likely to cause annoyance or hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or other student, will be debarred immediately.
20. Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or fresher, shall make him/her liable to be expelled from the Institute..

1/1

Annexure-A
INSTRUCTIONS TO THE CANDIDATES FOR PAYMENT OF FEES
THROUGH DEMAND DRAFT

MODE OF FEE PAYMENT & DETAILS

1. The candidate has to submit first installment of fees only of three (3) demand drafts as per the following details for all sectors & categories. (Refer S.No.1).
2. Rest of the fees can be paid in quarterly mode in three (3) installments as detailed below.

S. No.	Installment	Mode of Payment	Details
1.	At the Time of Admission (For March 2019 to May 2019) [FIRST INSTALLMENT]	DEMAND DRAFT/ DIGITAL MODE	<ul style="list-style-type: none"> ➤ DD-1 (Tuition Fee) for Rs. 10,500/- in favour of DDO, ITI for Women, Vivek Vihar, Delhi ➤ DD-2 (Caution Money)* for Rs. 1,000/- in favour of DDO, ITI for Women, Vivek Vihar, Delhi ➤ DD-3 (Pupils Fund) For Rs. 300/- in favour of Principal, World Class Skill Centre, Vivek Vihar, Delhi
2.	2 nd Installment in June (For June 2019 to August 2019)	DIGITAL MODE	➤ Electronic Transfer (Tuition Fee) for Rs. 10,500/- online through SBI Collect portal.
3.	3 rd Installment in September 2019 (For Sept. 2019 to Nov. 2019)	DIGITAL MODE	➤ Electronic Transfer (Tuition Fee) for Rs. 10,500/- online through SBI Collect portal.
4.	4 th Installment in December 2019 (For Dec. 2019 to Feb. 2020)	DIGITAL MODE	➤ Electronic Transfer (Tuition Fee) for Rs. 10,500/- online through SBI Collect portal.

Note:

- i. Full/Partial Tuition fee can be financed by Banks under Higher Education Guarantee Scheme of Govt. of NCT of Delhi. The complete details of the Scheme is available at www.studentloan.delhi.gov.in. The educational loan for tuition fee is at the sole discretion of bank & eligibility of the Student.
- ii. The Fee Component Tuition Fee & Pupils Fund are NON-REFUNDABLE, however Caution Money is REFUNDABLE after completion of the Training.
- iii. The reimbursement of tuition fee to the candidates belonging to SC/ST/OBC/Minority & Post Metric Scholarship is as per eligibility/entitlement from the department of SC/ST/OBC/ Minority Govt. of NCT of Delhi. The applicant has to apply ONLINE for the Scholarship through e-district portal for which details available at website www.scstwelfare.delhigovt.nic.in and the downloaded print of application is to be deposited to the institute before the due date as published in the advertisement for verification.


 Principal cum Project Director
 Vivek Vihar, Delhi

Annexure-B

INSTRUCTIONS TO THE CANDIDATES FOR PAYMENT OF FEES ONLINE THROUGH SBI PORTAL

Some of the screenshots for payment of fees online are given below. The candidates are advised to familiarize themselves before submitting the fees online.

1. Use any browser (internet explorer / chrome)----- Google-----make a search for SBI Collect. Following screen will appear.

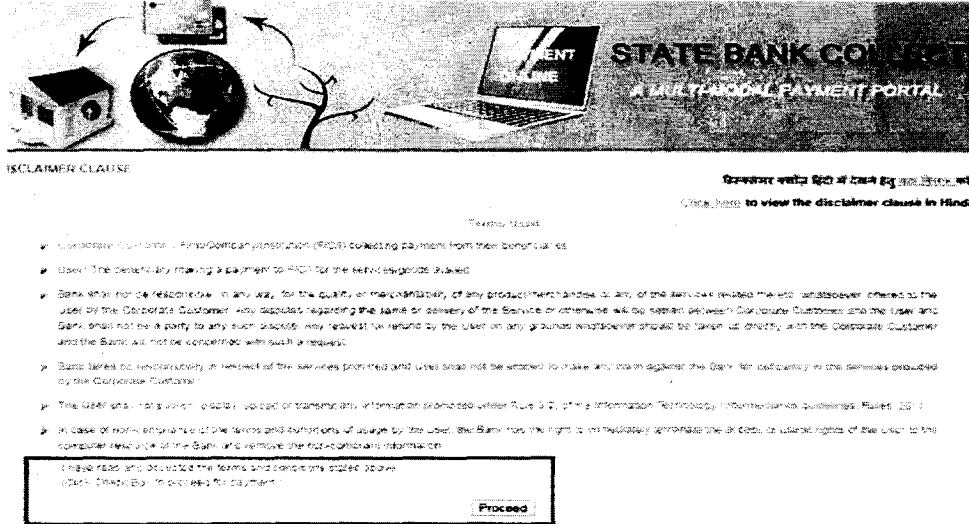


Fig.1

2. click check box and proceed as shown in above Fig.1

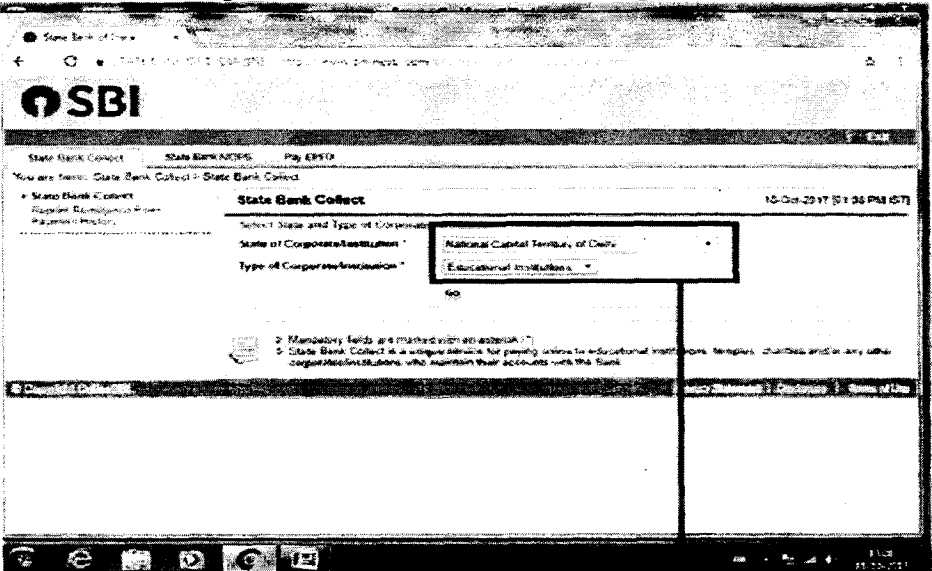


Fig. 2

3. select state of corporate/ institution -----National Capital Territory of Delhi
4. select type of corporate / institution----- Educational Institutions
5. click on go button

2/4

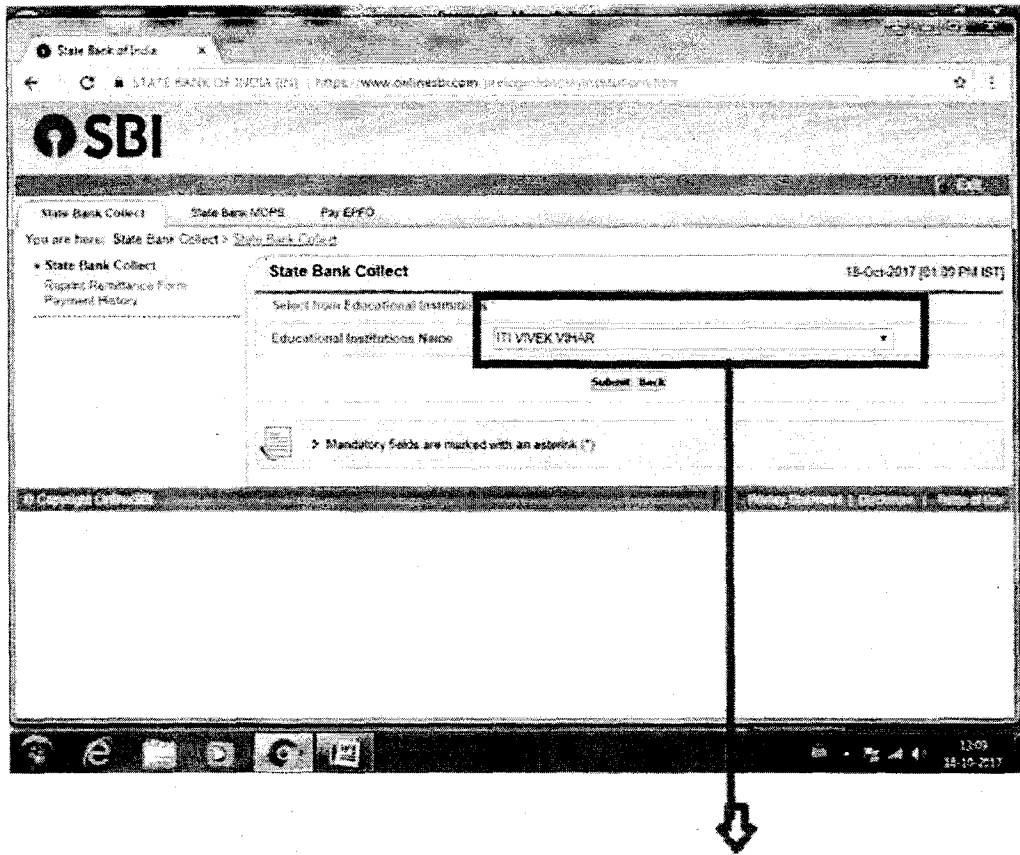


Fig. 3

6. Select educational institution name-----iti vivek vihar and click on submit button.

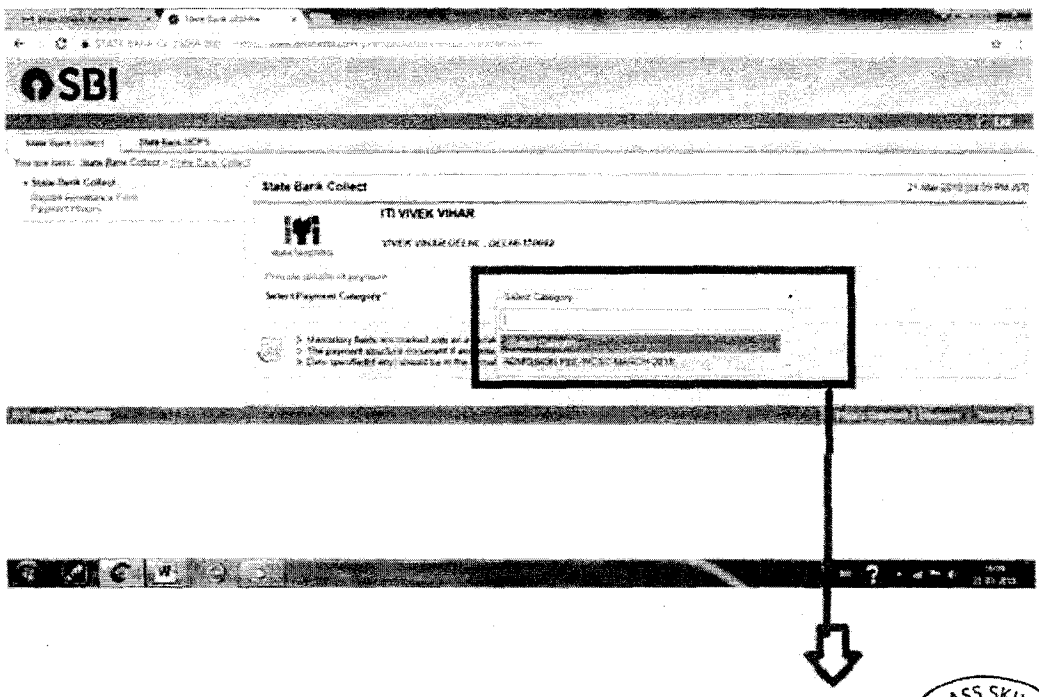
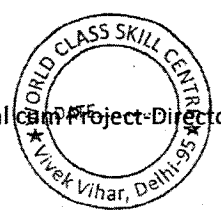


Fig. 4



7. Select payment category----admission fee-wscs-march-2018
8. Enter registration number and click on submit button.
9. On submission the candidate's information will be displayed.

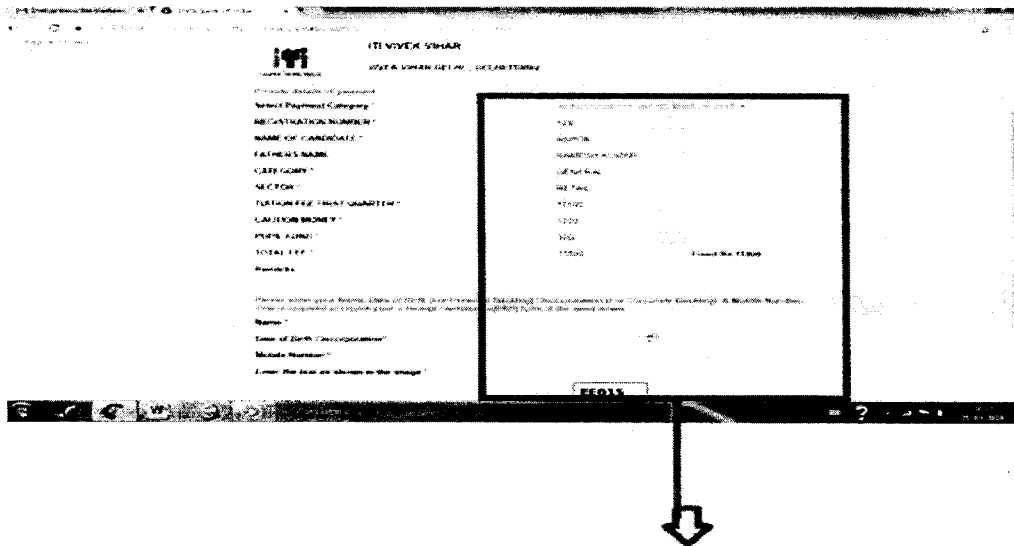


Fig. 5

10. Fill the required information and submit the form for payment.

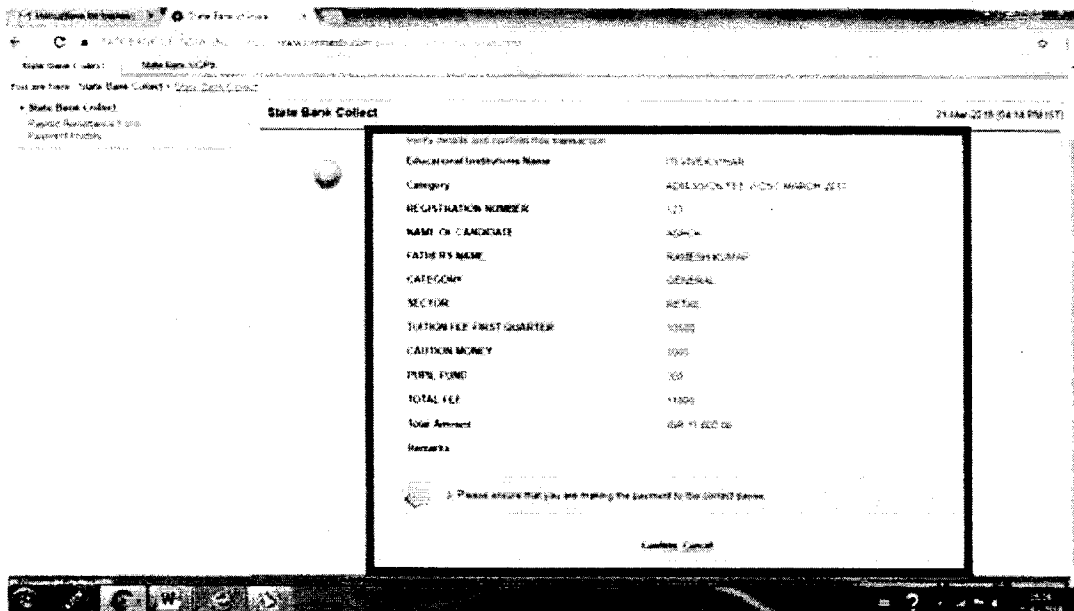


Fig. 6

11. Select confirm button

4/4

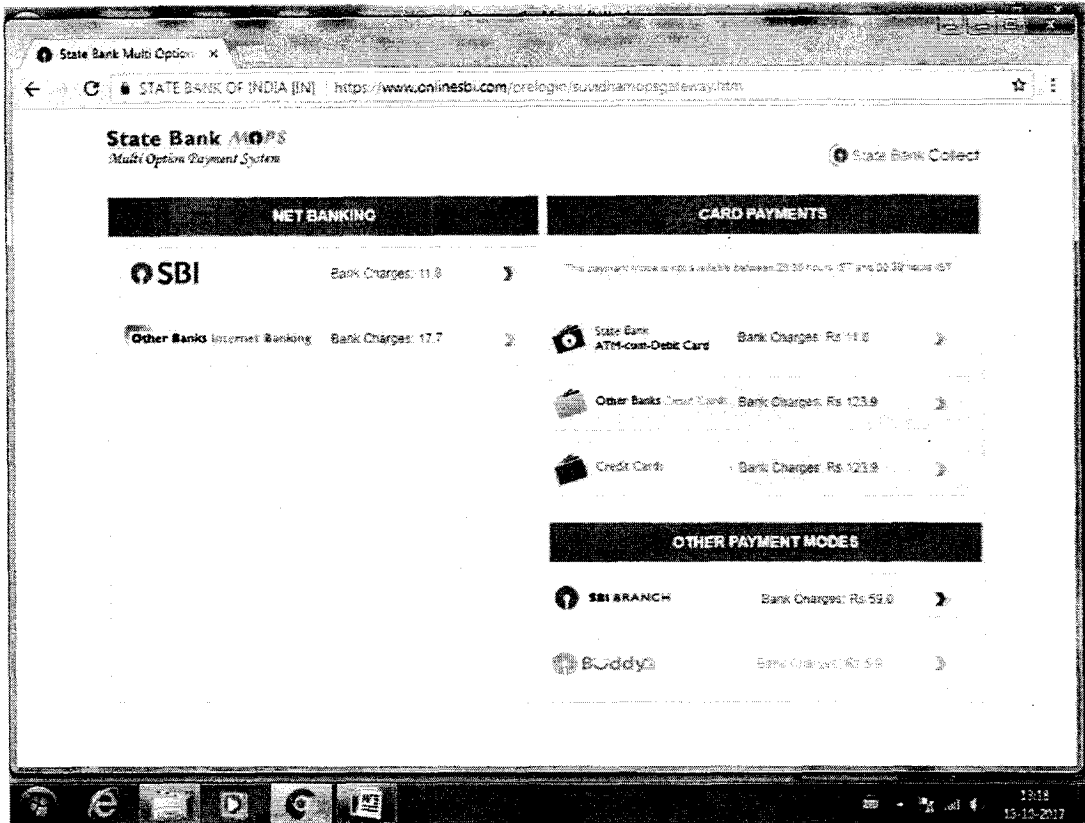


Fig.7

12. Choose the payment option (credit cards / net banking) and proceed for payment.
13. The candidate himself/herself has to bear the transaction charges for using credit card approximately Rs. 145/- as per the bank guidelines.