

**INSTRUCTIONS FOR ADMISSIONS FOR THE SESSION AUGUST 2017 TO
JULY 2018**
2ND ALLOTMENT FOR ADMISSIONS SCHEDULE

1. Candidates have to report individually for admissions along with all the mandatory documents enclosed in r/o. academic qualification, category certificate, Date of Birth Certificate, Aadhaar Card Copy as per the following schedule:

S. No	Allotted Seats for admissions	Date and Time of Reporting
1.	Retail Services	24th August, 2017 At 10:00 AM to 4:00 PM
2.	A. Finance Executive B. Software Testing Asstt. C. Hospitality Operations	25th August, 2017 At 10:00 AM to 4:00 PM

2. Candidates MUST bring the requisite fee at the time of admission failing which seat will not be offered. The fee payable by DEMAND DRAFT only is as under:

MODE OF FEE PAYMENT & DETAILS

The following Fee components have to be paid by the Candidates of ALL COURSES & CATEGORIES for admission:-

S. No.	Installment	Mode of Payment	Details
1.	At the Time of Admission (For August 2017 to October 2017)	DEMAND DRAFT	<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.	2nd Installment in November 2017	DEMAND DRAFT	➤ Tuition Fee for Rs. 10,500/- in favour of DDO, ITI for Women, Vivek Vihar, Delhi
3.	3rd Installment in February 2018	DEMAND DRAFT	➤ Tuition Fee for Rs. 10,500/- in favour of DDO, ITI for Women, Vivek Vihar, Delhi
4.	4th Installment in May 2018	DEMAND DRAFT	➤ Tuition Fee for Rs. 10,500/- in favour of DDO, ITI for Women, Vivek Vihar, Delhi

Note:

1. Full/Partial Tuition fee can be financed by Central Bank of India 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](http://www.studentloan.delhi.gov.in) The educational loan for tuition fee is at the sole discretion of bank & eligibility of the Student.
2. The Fee Component Tuition Fee & Pupils Fund are NON-REFUNDABLE, however Caution Money is REFUNDABLE after completion of the Training.
3. 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.

Guidelines for the Admissions for the Session August 2017 to July 2018

1. Admission to courses will be offered to candidates strictly according to the Final List displayed at the Notice Board of WCSC, Vivek Vihar as per the Qualifying Marks and the performance in IT Test and Interview.
2. The admission will be offered on the basis of availability of seats. If any discrepancy is noted, it should be brought to the notice of the Principal/Admission Incharge immediately in writing in any case. **Any complain afterwards will not be entertained.**
3. In case of candidates having equal marks, the candidate who is elder in age will be given preference.
4. The candidates whose names appear in the Selection List must deposit the Fee on the prescribed date and time at WCSC, Vivek Vihar. No separate communication to the candidate will be made.

Instruction to the Candidates to be followed at the time of admission:-

- 1. On his/her arrival at Admission Centre the candidate must sign in attendance sheet as per schedule at the reception on the admission day.**
- 2. The candidate has to produce/keep ready all originals & other documents for submission to the Admission Incharge as and when his/her name is called for verification.**
- 3. Candidate shall preserve registration/admission slip till he/she is enrolled in Centre. If a candidate does not deposit the fee as per the schedule, thereafter the admission shall stand cancelled and no request will be entertained thereafter.**
- 4. Documents to be submitted within one week of admission:**
 - a) Medical fitness certificate from Registered Medical Practitioner. (in format given at Annexure-1)**
 - b) Undertaking by the selected candidates on the prescribed form (in format given at Annexure-2)**
 - c) Affidavit on prohibition of ragging by the candidate and candidate's parent/guardian (in format given at Annexure-3)**
 - d) Character certificate from Principal of the school last attended/Gazetted Officer issued with-in last six months.**