

# **Instruction Manual Online Registration for CITS Admission, August 2018**

**Directorate General of Training  
Ministry of Skill Development & Entrepreneurship**

IARI Employment Exchange Building, PUSA Complex, New Delhi-110 012. India

## ONLINE REGISTRATION HELP

Start date for submission of online applications: **10.05.2015** [online registration link](#)

Last date for submission of online applications: **31.05.2018 5 PM**

### HELPDESK (Only for queries related to online submission of application form):

General Enquiry	Issues on Online admission	Email
Phone: <b>+918527568928</b> P N Yadav, Director (CFI), Mob. <b>9897136508</b> J C Nishana, Training Officer, Mob. <b>9968301148</b> Uttam Singh, Training Officer, Mob. <b>7015127126</b> Tarun Rana, DEO, Mob. <b>8447558669</b>	Phone: <b>044-22500791 (9:00 AM to 5:30 PM)</b>	<b>nimionlineadmission@gmail.com</b>

### Please go through the following instructions carefully before proceeding for filling up the application form:

- Please refer to the section **Instructions to the candidates**: under guidelines. Application submitted through online mode does not imply that candidate has fulfilled all the eligibility criterion/ conditions.
- It will be sole responsibility of the candidate to satisfy whether he/she is meeting the prescribed criterion.
- The documents will be verified at the time of counselling and if it is found that the applicant does not fulfil the eligibility criterion or has misrepresented/ suppressed the information, the application will be rejected.
- The applicants are requested to ensure their eligibility for the course being applied for.

### Checklist: Document(s) to be kept handy before applying online

1. Credit card/ Debit card / Bank details.
2. Scanned Photograph along with Signature.
3. Scanned copy of the community certificate (only for OBC/SC/ST candidates)
4. Scanned copy of the 8th Std or SSLC (10th Std) Marksheet
5. Scanned copy of the NTC or NAC or Diploma or Degree Certificate  
(Note: Those who have not received the NTC/NAC certificate, Marksheet can be uploaded)
6. Scanned copy of PH certificate / Ex-servicemen

### Steps for Online Registration:

STEP 1: Submission of Applicant's Details (**Correct Mobile No and working Email address are required to get confirmation of registration through SMS and Email**)

STEP 2: Uploading of scanned Photograph along with Signature and Qualification entry

STEP 3: Select the Trade, Choice of Institute and Choice of Examination Centres

STEP 4: Payment of application fee online

STEP 5: Download and Print confirmation page

### Instructions to the candidates:

1. **The Application fees for General and all other candidates is Rs.400/ and Rs. 200/ for SC/ST/PH/WOMEN candidates.**

**Fee will be collected through online payment mode only (credit/debit card/net banking including Pay-Tm (Step 4).**

2. Any processing charges towards online payment plus service tax if any will have to be borne by the candidate.

3. Fee through demand draft, check, pay order, Challan, or any other mode will not be accepted.

4. Candidate must fill **all the five choices of examination** locations in the order of preference.

5. Candidate must fill **all the five choices of Institute for the trade which he/she seeks the admission**. if the trade is offered only in three institutes only, then select the three choices. Otherwise online application **will not allow you to register**.

6. Application fee once paid is non-refundable.

7. Applicants must apply for only one course per application.

8. Examination will be offline (Pen and Paper mode - OMR) **or On-Line will be intimated accordingly.**

9. Affix your recent coloured passport size photograph (of size 3.5cm x 4.5cm) on a white paper and then sign with black/blue pen in a box (of size 3.5cm x 1.5cm) below the photograph. Scan the above photo and signature and upload in the appropriate link provided in application form (**JPG format of size not more than 40 KB**).
10. Take the printout of acknowledgement slip bearing a reference/registration number. This number should be referred to in all future correspondence.
11. **Before uploading/ submitting application form the candidate should ensure that no relevant column of the application form should be left blank, otherwise application will be rejected.**
12. Any request for change of address will not be entertained.
13. Incomplete/ incorrect application form will be rejected.
14. The offer of admission is subject to verification of original certificates at the time of counselling otherwise candidature shall be rejected.
15. DGT, MSDE will not be responsible in case of broken transaction during online payment process. It is the sole responsibility of the candidate to ensure the payment has been made successfully.
16. The application will be treated to be complete only if requisite fee has been paid. If a candidate is not able to submit fee by last date, his/ her candidature will be rejected.
17. Ensure your **email id and mobile number** is correct. On successful submission of application, the registration number will be sent to you by email and SMS.

<http://nimionlineadmission.in>

Home Page

GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING  
Shram Shakti Bhavan, Rafi Marg, New Delhi - 110 001, India



" About 10 lakh people enter labour market every month;  
with the right skills they can earn a dignified living.. "

**Shri Dharmendra Pradhan**  
Minister of Petroleum & Natural Gas  
and  
Skill Development and Entrepreneurship



Online Registration Link

[CLICK HERE FOR CITS OLIN REGISTRATION](#)

[About CITS](#) | [Examination Centers](#) | [Eligibility Qualification](#) | [Downloads](#)

#### Overview

Common Syllabus of Training Methodology for Engineering & Non Engineering trades under Crafts Instructor Training Scheme (CITS), w.e.f.August, 2014. [Read more..](#)

CITS Syllabi Engineering Trades (Trade Theory and Trade Practical) revised w.e.f. August 2014. [Read More...](#)

CITS Syllabi Non-Engineering Trades (Trade Theory and Trade Practical) revised w.e.f. August 2014. [Read More...](#)

Syllabus [Read more...](#)

Institutes imparting Craftsmen Training Instructor Scheme under NCVT. [Read more...](#)

Women Training .... [Read more](#)

General Enquiry

**+918527568928**

Issues on Online admission :

**044-22500791 (9.00 am to 5.30 pm), [nimionlineadmission@gmail.com](mailto:nimionlineadmission@gmail.com)**

#### Important Dates :




10.05.2018 - Online Application Starts

31.05.2018 - Online Application Ends

30.06.2018 - Examination Date



The Online Application screen appears as shown below

		CITS ONLINE ADMISSION 2018	
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**Just 5 Steps for Online Application !**

1. Personal Information Filling
2. Trade And Center Selection
3. Upload Documents
4. Pay Application Fees
5. Confirmation Page (Download)

[Apply Now !](#)

[How to apply - Instructions](#)

**Already Registered? Sign-in!**

Email	<input style="width: 95%;" type="text"/>
Mobile	<input style="width: 95%;" type="text"/>

**36149**  
 Type the above number:

[Login](#)

Please note, if you have already registered with your details, you need not register again. Use your Email and Mobile to login for proceeding with Online application process.

Click on Apply now, the following screen appears

### Online Registration Form STEP: 1

		CITS ONLINE ADMISSION 2018	
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CANDIDATE REGISTRATION FOR APPLYING CITS COURSES

[Goto Main](#)

➤ Registration ➤
➤ Uploads ➤
➤ Application ➤
➤ Fee Payment ➤

Name of the Candidate *	<input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/>
Date of Birth *	<input style="width: 20%;" type="text"/> <span style="font-size: small;">(Minimum Age Required is 18)</span>
Father / Husband's Name *	<input style="width: 95%;" type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> TransGender
Person With Disability *	<input type="radio"/> Yes <input type="radio"/> No
Ex-Servicemen *	<input type="radio"/> Yes <input type="radio"/> No
Category of Candidate *	<input type="radio"/> General <input type="radio"/> OBC <input type="radio"/> SC <input type="radio"/> ST

#### Contact Details of Candidate

Address Line 1 *	<input style="width: 95%;" type="text"/>
Address Line 2	<input style="width: 95%;" type="text"/>
City / Town *	<input style="width: 95%;" type="text"/>
PIN Code *	<input style="width: 20%;" type="text"/>
State *	<input style="width: 50%;" type="text"/>
District *	<input style="width: 50%;" type="text"/>
Email Address *	<input style="width: 95%;" type="text"/>
Phone	STD <input style="width: 10%;" type="text"/> No. <input style="width: 40%;" type="text"/>
Mobile No. *	<input style="width: 50%;" type="text"/>
Aadhar Number	<input style="width: 40%;" type="text"/> (if Available)
Qualification *	<input type="radio"/> Degree <input type="radio"/> Diploma <input type="radio"/> NCVT

☐ I Accept Terms and Conditions

Enter the Name exactly as mentioned in the Certificates.

Enter the Address details in the relevant fields.

Enter the first three letters of the State and select from the drop-down list.

Enter the first three letters of the District and select from the drop-down list.

Enter the 6-digit PIN code.

Enter your correct Mobile number – 10-digit number (Correctness of the Mobile number is essential to receive confirmation SMS)

Enter the Land Line number. STD code and Phone Number separately.

Enter correct Email. Confirmation Email with Registration Number will be delivered to this mail. If mail not received in Inbox, kindly check in Spam Folder.

Enter 12-digit Aadhar Number if available

Select the qualification from drop down.

Select **I Accept the Terms and Conditions**, scroll and read the conditions carefully, click on OK and then submit.

nimionlineadmission.in says


Declration by the candidate :

I hereby declare that :  
I have gone through the Instructions to candidates and shall abide by the same.  
I have submitted only one application for the course  
I fulfill all conditions of eligibility prescribed for the course I have applied for  
I hereby declare that the particulars submitted by me in the examination application form are true to the best of my knowledge

OK

The Below page appears

CITS ONLINE ADMISSION  
2018



Welcome XXXXXXXX

Your User id : XXX@XXXX.com

Password : 1234567899

STEP-1	APPLICANT INFORMATION	SUCCESS	EDIT
STEP-2	UPLOAD DOCUMENTS	PENDING	UPLOAD
STEP-3	APPLICATION ONLINE	PENDING	
STEP-4	PAYMENT OF FEE	PENDING	

Editing applicant details not allowed after Payment of Fee. Please confirm before Fee Payment.

LOGOUT



Click on the **Edit** Button in **Applicant Information** to Edit details entered

The Applicants username and Password appears on the top of screen, note it down. The same will be sent to your registered Email ID. **Please Check your Email Spam folders if mail not found in Inbox**

continue with the upload of Documents or Click on Logout to Logout of the session if documents are not ready.

## Upload Documents STEP: 2

Click on Upload to upload photograph



**CITS ONLINE ADMISSION  
2018**



CANDIDATE REGISTRATION FOR APPLYING CITS COURSES

Registration

Uploads

Application

Fee Payment

Candidate Name


Upload your Photograph with Signature (Max size : 40 KB)

  
*Signature*

Choose File

No file chosen

upload

Choose the scanned photograph with signature, Click on Upload, you will see a upload process indicator  , please wait till the upload completes. After the upload is completed the page appears as below





## CITS ONLINE ADMISSION 2018



CANDIDATE REGISTRATION FOR APPLYING CITS COURSES



CITS online application process...

Photo updated successfully



[Upload your Certificate\(s\)](#)

Click on Upload your Certificates to upload Community (for OBC and SC/ST candidates)



## CITS ONLINE ADMISSION 2018



CANDIDATE REGISTRATION FOR APPLYING CITS COURSES



Candidate Name :

Upload your Community Certificate (Max 100 KB JPEG,JPG,PNG ONLY)

	Choose File	No file chosen
	<input type="button" value="upload"/>	

Note: It is mandatory for all OBC and SC/ST candidates to upload Community Certificate, skipping which may result in cancellation of Application Later


[Skip to Education Certificate\(s\) upload](#)

If you belong to General category click on **Skip to Education Certificates Upload**

Registration
Uploads
Application
Fee Payment

Candidate Name :



**Upload your 8th/10th Certificates (Max 100 KB JPEG,JPG,PNG ONLY)**




Choose File
No file chosen

Note: It is mandatory for all candidates to upload 8th / 10th Certificate

Upload 10<sup>th</sup> or 8<sup>th</sup> Certificate

# CITS ONLINE ADMISSION 2018




**CANDIDATE REGISTRATION FOR APPLYING CITS COURSES**

Registration
Uploads
Application
Fee Payment

Candidate Name :



**Upload your Degree / Diploma / NCVT Certificate (Max 100 KB JPEG,JPG,PNG ONLY)**




Choose File
No file chosen

All candidates should upload the specified Qualification Certificate. Freshe completed NAC/NTC candidates should upload Marksheet if Certificate not available...

After completing upload click on [Go to Trade Application](#)

# CITS ONLINE ADMISSION 2018



**CANDIDATE REGISTRATION FOR APPLYING CITS COURSES**

Registration
Uploads
Application
Fee Payment

CITS online application process..

Degree/Diploma/NCVT Certificate Uploaded successfully

[Goto Trade Application](#)





## CITS ONLINE ADMISSION 2018



Application for Trade - Candidate:

**Registration** > **Uploads** > **Application** > **Fee Payment**

Hello

### Select the Trade to Study

-Select-

Select

-Select-

Carpenter

Computer Hardware and Networking Maintenance

Computer Software Application

Draughtsman Civil

Draughtsman Mechanical

Dress Making

Electrician & Wireman

Electronic Mechanic

Fitter

Foundary

Instrument Mechanic

Machinist and operator. Adv. Machine Tool

Machinist Grinder

Mechanic Agricultural Machinery

Mechanic Consumer Electronic Appliances

Mechanic Diesel

Mechanic Machine Tool Maintenance

Mechanic Refrigeration and Air-Conditioning

Motor Mechanic Vehicle

-Select-

Select your Trade

Trade Selection progress - Select Choices for Study

**Registration** > **Uploads** > **Application** > **Fee Payment**

Hello

You have selected Trade for Admission

### Electrician & Wireman

Total available Institutes are : 27

Select from the available institutions below

Choice -1: -Select-

Choice -2: -Select-

Choice -3: -Select-

Choice -4: -Select-

Choice -5: -Select-

Submit

[Re-Select Course](#)

### Select the 5 choice of Institutes and click on Submit

-Select-

ATI Chennai

ATI Calicut

ATI Bhubaneshwar

ATI Hyderabad

ATI Jodhpur

ATI Ludhiana

ATI Mumbai

ATI-EPI Dehradun

ATI-EPI Hyderabad

ATI Howrah

ATI Kanpur

FTI Bengaluru

Bhopal IToT (Govt. of Madhya Pradesh)

Lucknow IToT (Govt. of Uttar Pradesh)

BijuPattnaik ITOT, Talcher (Govt. of Odisha)

Davangare IToT (Govt. of Karnataka)

Modern Pvt. IToT, Kangra

S. Gita Ram Pvt. IToT, Matloda

Syadwad Pvt. IToT, Baghpat



## CITS ONLINE ADMISSION 2018



Select Examination Centers from your Area

**Registration** >> **Uploads** >> **Application** >> **Fee Payment**

You have opted your Trade as :

**Electrician & Wireman**

Your Options for Trade Study are :

Choice 1 : ATI Mumbai | Choice 2 : Bhopal IToT (Govt. of Madhya Pradesh) | Choice 3 : Lucknow IToT (Govt. of Uttar Pradesh) | Choice 4 : S. Gita Ram Pvt. IToT, Matloda | Choice 5 : ATI Howrah

Choose your Center of Examination from the Choices

-Select- -Select- -Select- -Select- -Select-

Apply Now !

### Select the Choices of Examination Centres



## CITS ONLINE ADMISSION 2018



Select Examination Centers from your Area

**Registration** >> **Uploads** >> **Application** >> **Fee Payment**

You have opted your Trade as :

**Electrician & Wireman**

Your Options for Trade Study are :

Choice 1 : ATI Mumbai | Choice 2 : Bhopal IToT (Govt. of Madhya Pradesh) | Choice 3 : Lucknow IToT (Govt. of Uttar Pradesh) | Choice 4 : S. Gita Ram Pvt. IToT, Matloda | Choice 5 : ATI Howrah

Choose your Center of Examination from the Choices

Kolkata -Select- Jodhpur -Select- -Select- -Select-

Apply Now !

Please select an item in the list.

### Click on Apply now, the Application ID appears



## CITS ONLINE ADMISSION 2018



Select Examination Centers from your Area

**Registration** >> **Uploads** >> **Application** >> **Fee Payment**

Your Application is successfully submitted. Your Application ID is : 2018C1525819749

[Goto your Dashboard](#)

[Pay your fee now](#)

[View your Application](#)

### Click on Go to your Dashboard to view the application progress

Welcome

Your User id : @mail.com Password :

STEP-1	APPLICANT INFORMATION	SUCCESS	<a href="#">GO</a>
STEP-2	UPLOAD DOCUMENTS	SUCCESS	<a href="#">VIEW</a>
STEP-3	APPLICATION ONLINE	SUCCESS	<a href="#">VIEW</a>
STEP-4	PAYMENT OF FEE	PENDING	<a href="#">PAY NOW!</a>

Editing applicant details not allowed after Payment of Fee. Please confirm before Fee Payment.

[LOGOUT](#)

Click on Pay your Fees to pay the application Fees



[Goto User Page](#)

Pay Application Fees

TID :	1525863058464
Application Ref Id :	2018C1525819749
Amount :	Rs. 10
Billing information :	
Billing Name :	Herman J J
Billing Address :	National Instructional Med
Billing City :	CHENNAI
Billing State :	Tamil Nadu
Billing Zip :	600032
Billing Country :	India
Billing Tel :	9442507934
Billing Email :	hermann.jacobraj@gmail.
<input type="button" value="Checkout"/>	

English ▼

Billing Information

Ananda Kumar	
16/4 Saidapet	
600032	Chennai
Tamil Nadu	India ▼
9442507934	xcocox@gmail.com
Notes (Optional)	

ORDER DETAILS

Order #:	23617
Order Amount	300.00
Transaction Fee	5.97
Tax(18.00%)	1.07
<b>Total Amount</b>	<b>INR 307.04</b>

☐ My Billing and Shipping address are different

Payment Information

Credit Card	<input type="radio"/>		
Debit Cards	<input type="radio"/>		
Net Banking	>		
Cash Card			
Mobile Payments			
Wallet			
UPI			

All Other Banks

State Bank of India ▼

**Note:** We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

**INR 307.04** (Total Amount Payable)



Click on **Proceed to Payment** and complete the payment as detailed below.



**Please be patient while your transaction is being processed.**


Do not "close the window" or press "refresh" or "browser back/forward button".

Redirects to the bank chosen



Login to OnlineSBI

(CARE: Username and password are case sensitive.)

 Please select the customer Segment

☒ PERSONAL BANKING

☐ CORPORATE BANKING

Username\*

New User? Register here

Password\*

Forgot Login Password

Forgot Username

Login

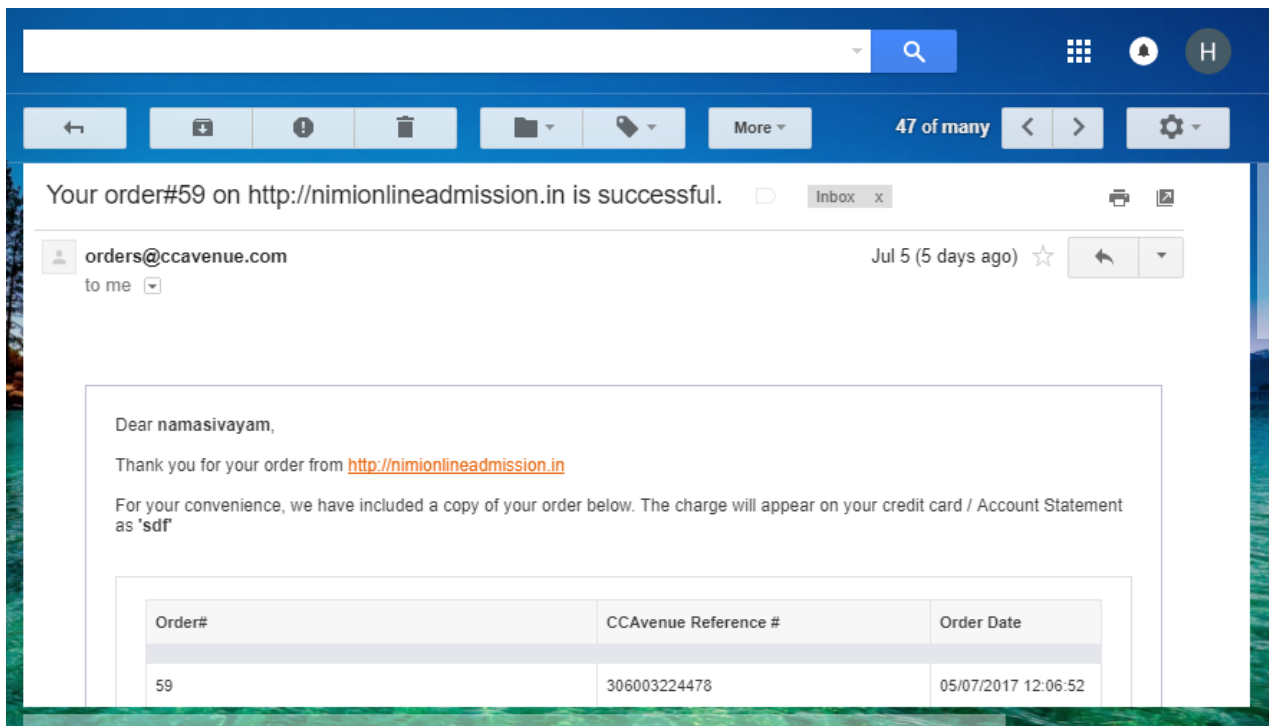
Reset

Welcome to Internet Banking

~	!	@	#	\$	%	^	&	*	(	)	_	+
`	3	1	4	9	5	6	8	7	0	2	-	=
r	w	t	e	q	p	u	i	o	y	{	}	
s	g	f	d	a	h	k	j	l	[	]	\	/
c	x	v	z	n	b	m	<	>	;	:	'	"
CAPS LOCK						CLEAR			?	.	,	

For better security use the Online Virtual Keyboard to login.

[FAQ](#) | [About Phishing](#)



A confirmation mail for payment from the payment gateway appears.

A mail from **Noreply@nimionlineadmission.in** with your registration number arrives in your registered mail. **This registration number is needed for downloading the Hall Ticket. If the above mail does not appear in your Inbox, check in the Spam folders.**

**For Queries contact:**

**+91 8527568928; 9897136508; 9968301148; 7015127126; 8447558669**

**Landline: 044-22500791 (9.00 am to 5.30 pm),**

**Email: [nimionlineadmission@gmail.com](mailto:nimionlineadmission@gmail.com)**