

Standard Operating Procedure (SoP) for CITS

ADMISSIONS Session: 2025-26

A. For Candidates

S. No.	Application Process	Key Instructions
1	Registration and Application Submission	<p>a) Confirm Eligibility: Refer to the <i>CITS Prospectus for the 2025–26 session</i> to ensure candidates meet the required eligibility criteria.</p> <p>b) Review Course Curriculum: Check the syllabus for selected trade at: https://www.estaricalcutta.gov.in/syllCITS.aspx</p> <p>c) Access the Admission Portal: Visit the official admission website: https://nimionlineadmission.in</p> <p>d) Register and Apply: Register on the portal and carefully complete the application form with accurate information.</p> <p>e) Use Valid Contact Information: Provide a valid and active email address and mobile number. These will be used for future communication, candidates to retain them for future reference.</p> <p>f) Verify Trade Selection: Ensure that the selected CITS trade is accurate. Carefully review the trade before submitting the form, as no changes will be allowed after submission.</p> <p>g) Confirm Qualification Eligibility: Ensure candidate meets the qualification criteria under the relevant category (NTC, NAC, Diploma, Degree, or SCVT) for selected trade.</p> <p>h) Verify Age Requirement: Confirm that candidate meets the minimum age requirement as specified in the syllabus.</p> <p>i) Select Examination Centre: Candidates must select their preferred AICET examination centres during the application process.</p> <p>j) Pay Entrance Examination Fee: Candidates must pay the applicable AICET entrance examination fee through the portal during the registration process.</p>

2	Hall Ticket Download	The candidate must download the hall ticket within the specified dates and can take the AICET mock test under the CITS category by using their respective login or use as Guest. Mock Test link : https://nimimocktest.in/
3	AICET Examination and Result Declaration	The candidate must appear for the AICET on the scheduled date and check the results and merit list on the NIMI Admission Portal. Visit Portal: https://nimionlineadmission.in
4	Admission Counselling and Physical Document Verification	<p>The candidate must ensure to follow the steps outlined below:</p> <ol style="list-style-type: none"> Candidates must participate in the online counselling process and select their 5 choices of NSTIs/ IToTs for respective trade and location. Seat allocation for candidates will be strictly based on the Merit List, considering candidate's choice of NSTIs/ IToTs and seat availability. Candidates must verify and confirm their selected institutes during the counselling process before submitting the counselling fee. Candidates who have been allotted seats must attend the document verification process in person at the nearest NSTIs/RDSDEs. Failure to submit the required documents within the stipulated timeline will result in removal from the current round, and the candidates will be moved to the next round. If a candidate is not allotted any Institute from their preferred choices, they will also be moved to the next round. Appearing candidates must submit the undertaking provided in the prospectus at Annexure-V at the time of Physical document verification. Failure to submit this undertaking will result in the cancellation of admission. Candidates must bring all original documents (educational qualifications, category certificate, ID proof, etc.) submitted during NIMI online registration for document verification. Provisional admission will be granted only upon successful verification of these documents.

		<p>g) Pay the requisite admission fees at the allotted institute.</p> <p>h) If the candidate wish to change the allotted institute, she/he may participate in the Online Transfer Rounds before the final admission.</p> <p>Transfer Round</p> <ul style="list-style-type: none"> • The transfer process is applicable only after the completion of physical document verification. • Candidates may request a transfer if they wish to move to a different NSTI/IToT. • Transfer allotments will be made based on seat availability as indicated in the vacancy list published on the official portal. • The allotted NSTI/IToT will remain unchanged unless the candidate secures a seat at a higher-preference institute during the transfer process. • Only candidates who have not been allotted a seat at their first-choice NSTI/IToT are eligible to participate in the transfer round.
5	Institute reporting	The candidate must report physically to the allotted Institute for final admission on or before the specified deadline.
6	Training and Attendance Requirements	The candidate must undergo training at the allotted institute and ensure a minimum of 80% attendance, recorded through the Aadhaar Enabled Biometric Attendance System.

B. For NSTIs / RDSDEs / IToTs

Sl. No.	Key Processes	Responsibilities & Instructions	Remark
1.	Registration and Application Submission	<ul style="list-style-type: none">a) Publicize admission details at the regional level to ensure wide accessibility.b) Verify and ensure the correct trades/units are listed in the seat matrix.c) Set up dedicated helpdesks or support counters to assist candidates throughout the process.	
2.	Admission Counselling and Physical Document Verification	<ul style="list-style-type: none">a) Establishment of a committee at the institute level to ensure smooth conduct of the admission processes and to address any grievances raised by candidates in a timely and transparent manner.b) Facilitate the physical document verification process with due diligence and accuracy.c) Upload the verification status on NIMI portal for timely processing.d) Admit candidates based on the AICET merit list.e) Implement fee relaxation in accordance with the latest guidelines and regulations.f) Ensure all required undertakings are duly submitted by candidates.g) Institutes must ensure that the physical admission of all trainees is verified and correctly updated on the NIMI portal.	<p>Ensure institute login is active.</p> <p>If required, two step verification process may be adopted.</p>

3.	Training Delivery and Attendance Compliance	a) Conduct training in accordance with the prescribed curriculum. b) Ensure that trainees meet the minimum 80% attendance requirement, as recorded through the Aadhaar Enabled Biometric Attendance System (AEBAS).	
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Note: Candidates are advised to visit <https://nimionlineadmission.in> regularly for the latest update.