



DGT-NSTI025/1/2023-O/o DIR(CFIs)  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Director General of Training

Employment Exchange Building, Pusa  
New Delhi, Date 14.09.2023

**Office Order**

**Subject:** Guidelines for admissions under CITS for session 2023-24 after the 1<sup>st</sup> spot round (completed on 01.09.2023)

In reference to ongoing CITS admissions for session 2023-24, **15<sup>th</sup> September, 2023** has been decided as the last date of physical reporting for candidates admitted till the 1<sup>st</sup> spot round. In view of further vacant seats under CITS, competent authority has approved following extension in admission schedule for all NSTIs/ NSTI (W)s/ Govt. IToTs/ Pvt. IToTs:

- a) Final transfer round on **18.09.2023 and 19.09.2023** for the candidates who did not receive their first preference in choice selection for the institute. The result of the transfer round will be declared on 20.09.2023.
- b) Based on the final transfer round, vacancy will be generated for all the trades/ units in all the institutes which will form the further vacancy for 2<sup>nd</sup> spot admission.
- c) The spot admission would be carried out over a period of **04 days**, from **25.09.2023 to 28.09.2023**.
- d) The trainees would be eligible as per the revised cut-off marks in All India Common Entrance test (AICET) 2023. The list of eligible trainees will be updated on NIMI portal on daily basis.

**Table:** The cut-off marks for eligible candidates

Category	Revised cut-off
General/ OBC/ EWS	15
SC/ ST/ PH	12

- e) **NSTIs will be able to admit candidates in all the institutes through their logins for ease of candidates. All IToTs will be able to admit candidates through their login in their respective institutes only.**
- f) The institutes are required to collect the applications till 1:30 PM on each day (as applicable) and make the merit list of the reported candidates. Based upon the merit only, admissions will be finalized.

- g) All the institutes are requested to follow standard procedure and ensure that proper registration is done in order of the entry of candidates in the institute.
- h) Walk-in admissions are allowed in all the institutes. RDSDEs to depute at least one officer to each private IToT to monitor the admission process.
- i) NIMI/ RDSDE/ NSTI/ IToTs to carry out wide publicity for better reach and timely information to the eligible candidates.
- j) Candidates to maintain discipline for smooth process of admission. Any act of indiscipline will invite action, including rejection of the admissions. However, any such activity needs to be reported immediately to Regional Directors and HoOs/ Principals of concerned institute.
- k) Daily admitted report may please be provided to CFI section, stating number of trainees reported trade-wise, admitted and rejected or denied. A detailed report/ log may also be maintained by the institutes stating the reasons of rejection of trainees, etc.
- l) Videography needs to be ensured during walk-in admissions capturing entry of trainees, their registration and admission process.

This issues with the approval of competent authority.

(Sushil Kumar Agarwal)  
Joint Director (CFI)

Copy to:

1. PSO to DG(T)/AS, DGT
2. PS to DDG (DGT), DDG (Southern Region), DDG (Eastern Region)
3. Regional Directors, All RDSDEs
4. Executive Director, NIMI
5. Principals, All NSTIs/ NSTI (w)s/ IToTs
6. Guard file

(Amit Kumar Yadav)  
Assistant Director