

MSDE-D-11028/5/2019-(CFI)-Part  
Government of India  
Ministry of Skill Development & Entrepreneurship  
(Directorate General of Training)  
Old CIRTES, Building, PUSA, New Delhi-110012

Dated:20.08.2019

To

The Executive Director,  
National Instructional Media Institute(NIMI),  
Ministry of Skill Development and Entrepreneurship,  
Post Box No. 3142, CTI, Campus,  
Guindy Industrial Estate, Chennai-600032

Subject: Transfer round within NSTIs and 2<sup>nd</sup> Spot admissions in NSTIs, 3<sup>rd</sup> Spot admission in Govt ITOTs and Pvt ITOTs for CITS during AICET 2019-regarding

Sir,

The guidelines for conducting a transfer round within NSTIs on 25<sup>th</sup>- 26<sup>th</sup> August 2019 and Spot admissions on 28<sup>th</sup> August 2019 on the subject cited above are as following:

**TRANSFER ROUND WITHIN NSTIs FOR CITS 2019 ADMISSION:**

This transfer round is only applicable for candidates who have completed their admission process before 20<sup>th</sup> August 2019 in NSTIs and have marked atleast one biometric attendance on AEBAAS.

**SPOT ADMISSION FOR CITS 2019:**

- The spot admission shall be available for candidates who have appeared in the CITS - All India Common Entrance Test (AICET) -2019.
- The admission shall be granted on merit basis.
- Candidates should be present in person in the Institute of their choice on 28<sup>th</sup> August 2019 before 11 A.M.
- If more number of candidates are present for spot counselling than the available seats in a trade, then the details of the candidates present, will be collected at 11.00 AM and the seats will be allotted as per merit - highest AICET marks.
- The details of the trainees to be uploaded on NIMI Portal by the end of the day, on daily basis.
- For supervising the spot counseling process at private ITOTs at least one officer from DGT shall be deputed at each of the private ITOTs.

The related necessary details may be communicated by NIMI to all concerned.

This issues with the approval of competent authority.

Yours faithfully,  
  
(Deepankar Mallick)  
Dy. Director General

Copy to:

1. Sr. PPS to DG/AS, DGT, MSDE
2. The Regional Directorate/H.O.D./Principal of all NSTIs, NSTI(w), 6 Govt. ITOTs and 12 Private ITOTs (as per list attached ) for kind information and necessary action please.

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DGT-11028/5/2019-O/o DIR(CFIs)  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
Old CIRTES Building, PUSA Complex, New Delhi-110012

Speed Post/E-mail

Dated: 03.09.2019

Office Memorandum

**Subject:** Transfer round in NSTIs and last open spot admission round for All NSTIs / NSTI(w)s / ITOTs (Both Private & Government) under CITS for the session 2019-20 - reg.

With reference to the subject, during September, 2019 the event of admission activities shall be as following:

- Instances, where the trainee did not mark even a single attendance till 09<sup>th</sup> September, 2019, such admissions will stand cancelled and the seats will be considered vacant. In case any trainee is attending classes but not able to mark attendance of AEBAS due to any technical reasons, such trainees must furnish an affidavit stating that the candidate will ensure registration / correction of AADHAR by 09<sup>th</sup> September, 2019, to the Principal of the concerned institute. A list of such trainees shall be reported by the Principal/HOO to NIMI & DGT HQ.
- An online transfer round shall be carried out during 11<sup>th</sup> - 12<sup>th</sup> September, 2019 for the vacancies as available on 09<sup>th</sup> September, 2019. However, the trainees who have already availed transfer from one institute to another shall be not eligible for transfer round.
- The seats/vacancies available subsequent to the transfer round shall be available for (open) admission to be conducted during 16<sup>th</sup> to 17<sup>th</sup> September, 2019. The admissions shall be considered on first come first serve basis.
- Among private ITOTs, only such institutes shall be allowed to conduct (open) admission during 16<sup>th</sup> & 17<sup>th</sup> September, 2019 whose instructors have marked at least ~~five~~ <sup>three</sup> days attendance till 14<sup>th</sup> September, 2019.

This issues with the approval of competent authority.

Yours faithfully,

(Deepankar Mallick)  
Dy. Director General

*It is reiterated  
that no. of hours  
of tp. as per CITS  
curriculum should be strictly  
ensured for all admitted  
candidates  
now*  
To  
The Principal / HOO  
All NSTIs / NSTI(w)s / ITOTs (Both Private & Government)

**Copy to:**

- Sr. PPS to DG/AS, DGT, MSDE
- The Executive Director, NIMI, Chennai

Speed Post/E-mail

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Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
Old CIRTES Building, PUSA Complex, New Delhi-110012

Dated: 03.09.2019

Office Memorandum

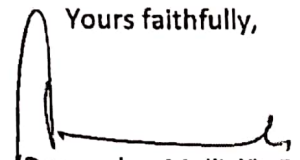
**Subject:** Transfer round in NSTIs and last open spot admission round for NSTIs / NSTI(w)s / ITOTs  
(Both Private & Government) under CITS for the session 2019-20 - reg.

With reference to the subject, during September, 2019 the event of admission activities shall be as following:

- i. Instances, where the trainee did not mark even a single attendance till 09<sup>th</sup> September, 2019, such admissions will stand cancelled and the seats will be considered vacant. In case any trainee is attending classes but not able to mark attendance of AEBAS due to any technical reasons, such trainees must furnish an affidavit stating that the candidate will ensure registration / correction of AADHAR by 09<sup>th</sup> September, 2019, to the Principal of the concerned institute. A list of such trainees shall be reported by the Principal/HOO to NIMI & DGT HQ.
- ii. An online transfer round shall be carried out during 11<sup>th</sup> - 12<sup>th</sup> September, 2019 for the vacancies as available on 09<sup>th</sup> September, 2019. However, the trainees who have already availed transfer from one institute to another shall be not eligible for transfer round.
- iii. The seats/vacancies available subsequent to the transfer round shall be available for (open) admission to be conducted during 16<sup>th</sup> to 17<sup>th</sup> September, 2019. The admissions shall be considered on first come first serve basis.
- iv. Among private ITOTs, only such institutes shall be allowed to conduct (open) admission during 16<sup>th</sup> & 17<sup>th</sup> September, 2019 whose instructors have marked at least three days attendance till 14<sup>th</sup> September, 2019.
- v. It is reiterated that number of hours of training as per CITS curriculum should be strictly ensured for all the admitted candidates.

This issues with the approval of competent authority.

Yours faithfully,

  
(Deepankar Mallick)  
Dy. Director General



To  
The Principal / HOO

All NSTIs / NSTI(w)s / ITOTs (Both Private & Government)

Copy to:

- a. Sr. PPS to DG/AS, DGT, MSDE
- b. The Executive Director, NIMI, Chennai

Total 51 copies



Speed Post/E-mail

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Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
Old CIRTES Building, PUSA Complex, New Delhi-110012

Dated: 06.09.2019

Office Memorandum

**Subject:** Transfer round in NSTIs/Govt. ITOTs and (open) spot admission round for NSTIs / NSTI(w)s / ITOTs (both Government & Private) under CITS for the session 2019-20 - reg.

In suppression to O.M. of even number dated 03.09.2019, during September, 2019 the event of admission activities shall be as following:

**Guidelines & Instructions for Transfer Round After Admissions**

- I. This transfer round is only applicable for candidates who have completed their admission process before 9th September 2019
- II. Transfer is allowed only between NSTIs and Government ITOTs. However, in case of transfer to Government ITOT, there may be a difference in fee structure and hostel charges. The additional amount, if any, is to be paid by the candidate after transfer.
- III. The trainees seeking transfer between NSTI and Government ITOT may have to forgo the fee already paid other than NIMI registration fee (of Rs. 1000/-).
- IV. Candidates who had sought transfer earlier but did not join at the institute transferred to may seek retention at the current reporting institute subject to approval of the Principal/HOO. In such cases, the respective Principal/HOO may intimate the same to NIMI Chennai (subject to availability of vacancies) by 10.09.2019.
- V. Candidates who have already got transfer can also apply for transfer.
- VI. Spot Admission candidates are not eligible for transfer.
- VII. Seats allotted through transfer, in no case will be reverted.
- VIII. Candidates can opt for transfer only to the trade to which they got their admission.
- IX. Candidates who are willing to apply for transfer should register themselves on [nimionlineadmission.in](http://nimionlineadmission.in) between 11th and 12th of August, 5.00 PM server time.
- X. While registering for transfer, the candidate's registered email ID and registered mobile number will be required. OTP will be sent to only the registered mobile ID. NIMI is in no way responsible for wrongly registered mail ID or Mobile number.
- XI. Transfer will be given purely based on merit and availability of seats in the requested Institute.
- XII. **Please note, there is no guarantee of availability of Hostel facilities in the NSTIs and Government ITOTs where the candidate applies for transfer. Candidates should confirm before applying for transfer. Once transfer is allotted, it cannot be reverted.**
- XIII. The final vacancy position in Institutes will be displayed by 10th of September onwards.


- XIV. The result of transfer allotment will be available in the candidate's respective login after generation of allotment.

**Guidelines & Instructions for (open) spot admission round under CITS for the session 2019-20**

- i. Instances, where the trainee did not mark even a single attendance till 09<sup>th</sup> September, 2019, such admissions will stand cancelled and the seats will be considered vacant. In case any trainee is attending classes but not able to mark attendance on AEBAS due to any technical reason(s), such trainees must furnish an affidavit stating that the trainee will ensure registration / correction of AADHAR by 09<sup>th</sup> September, 2019 to the Principal / HOO of the concerned institute. A list of such trainees shall be reported by the Principal/HOO to NIMI & DGT HQ.
- ii. The seats/vacancies available subsequent to the transfer shall be available for OPEN (i.e. trainees not registered on NIMI Portal may be also considered along with the registered candidates) admission to be conducted during 16<sup>th</sup> to 17<sup>th</sup> September, 2019. The admissions shall be considered on first come first serve basis.
- iii. Among private ITOTs, only such institutes shall be allowed to conduct (open) admission during 16<sup>th</sup> & 17<sup>th</sup> September, 2019 whose instructors have marked at least three days attendance till 14<sup>th</sup> September, 2019.
- iv. It is re-iterated that number of hours of training as per CITS curriculum should be strictly ensured for all the admitted candidates.

This issues with the approval of competent authority.

To  
The Principal / HOO  
All NSTIs / NSTI(w)s / ITOTs (Both Private & Government)

  
(Deepankar Mallick)  
Dy. Director General

**Copy to:**

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- b. The Executive Director, NIMI, Chennai