

STEPS to be Followed in the entire eCounseling Process:

1. To participate in the eCounseling, the candidate shall fill all his particular on the counseling website www.itipunjab.nic.in under the option New Registration.
2. After filling all the correct information, the candidate will take the printout of his filled particular. The candidate has to remember password filled during registration.
3. To correct the information (if any) , the candidate has to login by using Roll No. printed on the printout and password. For correction, the candidate will use Edit Registration Module.
4. After taking the printout, candidate shall have to visit the nearest DI for verification of his documents with the particular filled while registration. The candidate will be eligible for filing his choices only after verification of his particular by DI.
5. The registration is one time process and it will be valid for all three online counselings.
6. For filling the choices, the candidate has to login again by using Roll No. printed on the printout and password, during the period in which the choice filling is allowed.

On successful Login, the following option will be available to the candidate:

- **Edit Registration:** In case you have entered information by mistake, you can edit your entered information by “Edit Registration” option.
 - **Available Choices:** You are provided with List of institutes and courses (NCVT and SCT Separately).
 - **Fill Choices:** You can fill the institute and courses of your choice provided in the list in order of preferences.
 - **Display filled choices:** Choices entered by the Candidate will be displayed on different form so that he/she can check the already entered information.
 - **Change Password:** Candidate can change his/her password using this option.
 - **Provisional Allotment Letter:** Candidate can generate allotment letter before reporting for admission to a allotted Institute.
7. The candidate has to fill his choices and save his choice within the stipulated time period as declared by DTE.
 8. Allotment of seat : After the choice filling period is over, all filled choices of all registered candidates will be considered for allotment of seats as per merit (Rank) and category of the candidate. The allotment of seats is purely provisional.
 9. If a seat is allotted, the candidate has to take printout of Provisional Allotment letter and visit the nearest PI/DI for accepting the admission.
 10. If no seat is allotted, then candidate has to participate in the next counseling by filling his choices again.
 11. If a candidate has allotted a seat, to get a better choice of course or institute, the candidate can participate in the 2nd or 3rd online Counseling.
 12. The Detailed Instruction about the online counseling shall be available on the website