

## GUIDELINES FOR FILLING THE CHOICES BY THE CANDIDATES

1. Candidates are advised to fill as many choices as desired from the available list of choices.
2. The list of Choices of courses will be available to candidate as per his highest qualification and as per his eligibility. (For example , If the candidate is failed in science or mathematics, those courses for which science and mathematics is compulsory will not be available to the candidate).
3. The list of Choices of courses will be available separately for NCVT and SCVT Courses.
4. Choices can be filled after the confirmation of Registration Details only.
5. There are two boxes available at the “**Fill Choices**” option:-
  - ✓ **Left box** indicates the total available choices as per the candidate’s Eligibility
  - ✓ **Right box** indicates the choices filled by the Candidate.
6. Available choices can be sorted course wise & Institution wise any time during the choice filling.
7. System has facility to add **Single Choice** at a time.
8. **Single choice** can be filled by first selecting choice from Left Box and then pressing the <ADD> button available in the **Left box**. The choice will be added to Right Box after pressing the <ADD> button.
9. System has facility to move the choices by selecting the <Move Choice> option from the combo box available under Label **Edit your filled choices**.
10. System has facility to Swap Choice by selecting the <Swap Choice> option from the combo box available under Label **Edit your filled choices**.
11. **After completing the choice filling, it is very important to save the choices. If not saved all the filled choices will be deleted.**
12. Candidate can adopt any of following approach for saving the choices:
  - a) Press <Save Choices> button. The choices filled by the candidate will be saved and candidate is allowed to add more choices.
  - b) Press < Save & Exit> button. The choices filled by the candidate will be saved and system will exit from the choice filling option.