

# Punjab ITI eCounseling-2021

## Candidate Registration User Manual



-Counseling Services

SIMPLIFYING THE ADMISSION PROCESS

Prepared By:  
e-Counseling Division  
National Informatics Centre

Department of Technical  
Education & Industrial

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## **Executive Summary**

The candidate's registration user manual has been drafted to provide an overview to understand application process flow for Punjab ITI eCounseling 2021. Process includes various activities that need to be complete by candidates. The sections are registration form, application form, uploading of required document and payment via online mode.

# 1 Admission portal

Candidates should enter [itipunjab.nic.in](http://itipunjab.nic.in) and select apply for admission to ITI of Punjab under Current Event section from Dashboard.



## 1.1. New Candidates Registration

Here candidates should select new candidate's registration option to complete registration, as mention in below screenshot.

Click Here

## 1.2. Consent Page

Here candidate should select radio button for I agree then application will direct to next step, selection of I do not agree button will sent back to home page.

### 1.3. Registration Form

Here candidates should provide personal details like name, father name, mother name, DOB, gender, mobile no, email id and choose password as per business rule and enter security pin as shown in screenshot then click on to submit button.

**Department of Technical Education and Industrial Training, Punjab**  
Punjab ITI Counselling 2021 (Demo Counselling)

**Counselling Services**  
Simplifying The Admission Process

Home

#### Registration Form

**Personal Details**

Name: R K SINGH  
Father Name: D NSINGH  
Mother Name: D DEVI  
Date of Birth: 15 February 1987  
Gender: Male

**Contact Details**

ISD Code: India (91)  
Mobile No: 9871672440  
Email Id: rksingh150287@gmail.com

**Choose your Password**

Choose your Password: .....  
Confirm Password: .....  
Security Pin (case sensitive): 8C3C63  
Security Pin: 8C3C63

Submit

### Confirmation


**Confirm !!**

Do you wish to submit ?


Yes No

### 1.4. Review Page

Here candidate can review registration detail once before final submit after that it cannot be edit/alter.



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[Home](#)

**Review Page - Registration Form**

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press 'SUBMIT' button for final submission.

Personal Details			
Name	R K SINGH	Father Name	D NSINGH
Mother Name	D DEVI	Date of Birth	15-02-1987
Gender	Male		


Contact Details			
Mobile No	9818460662	Email Id	rakeshkumarsingh87@gmail.com

Account Details	
Your Password	(Not shown due to security reasons)

Edit
Submit & Next

Verification of Mobile Number and Email Address are mandatory to get registered successfully.

**Disclaimer:** This site is designed and hosted by NIC and the contents are provided by DTE&IT and they may be contacted for any further information.



National Informatics Centre


#### 1.4.1. Verification of Mobile no & Email ID

Step-1 Here it is mandatory for candidates to verify his/her contact detail via OTP medium.

Verification of Mobile Number and Email Address are mandatory to get registered successfully.

System has sent One Time Password (OTP) on your mobile 981\*\*\*662 and email rsk\*\*\*\*\*com

Note: If you did not receive the OTP, you can resend the OTP by clicking on 'RESEND OTP' link.

Enter Mobile One Time Password (OTP)	<input type="text" value="Mobile One Time Password"/>	<a href="#" style="color: #0070C0; text-decoration: none;">RESEND OTP</a>
Enter Email One Time Password (OTP)	<input type="text" value="Email One Time Password"/>	<a href="#" style="color: #0070C0; text-decoration: none;">RESEND OTP</a>
Security Pin (case sensitive)	<input type="text" value="Security Pin"/>	
Security Pin	<div style="background-color: #ccc; padding: 5px; display: inline-block; font-weight: bold; margin-right: 10px;">9BA317</div> 	

Verify & Final Submit

Step-2 After valid OTP entry, candidate’s registration process will be complete & a unique application number should generate.

**Verification of Mobile Number and Email Address are mandatory to get registered successfully.**

System has sent One Time Password (OTP) on your mobile 981\*\*\*\*662 and email ami\*\*\*\*\*com

Note: If you did not receive the OTP, you can resend the OTP by clicking on 'RESEND OTP' link.

Enter Mobile One Time Password (OTP)  [RESEND OTP](#)

Enter Email One Time Password (OTP)  [RESEND OTP](#)


Security Pin (case sensitive)

Security Pin


[Verify & Final Submit](#)

### 1.5. Application Completion Status

Here candidates can view the detail status of application form along with that list of available services from where he/she can complete remaining sections.



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Home
Last Activity Details
Change Password
Logout

Last Visit: Jun 20, 2021 9:23AM
Name: c Application Number: 211250100133

**Available Services**

- View Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- Fill Additional Qualification
- Fill Contact Detail
- Upload Documents
- Preview & Final Submit
- Pay Registration Fee
- Choice Filling and Locking

Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Additional Qualification	Incomplete
Contact Detail	Incomplete
Upload Documents/Images	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete
Choice Filling and Locking	Incomplete

You have successfully Registered.  
 Please note down the Application Number for future references.  
**Application Number: 211250100133**  
 Kindly fill the detailed Application Form to complete the Registration Process.

[Fill Additional Qualification](#)



## 1.6. Application Form

Here candidates should select domicile, category, family annual income and document verification from drop down list and press on to save& next button.

The screenshot shows the 'Application Form' page. At the top, there is a header for the 'Department of Technical Education and Industrial Training, Punjab' and 'Punjab ITI Counselling 2021 (Demo Counselling)'. On the right, there is a logo for 'e-Counselling Services' with the tagline 'Simplifying The Admission Process'. Below the header, there is a navigation bar with 'Home', 'Last Activity Details', 'Change Password', and 'Logout'. A 'Last Visit' box shows 'Jun 20, 2021 9:29AM' and a user profile box shows 'Name: c' and 'Application Number: 211250100133'. The main content area is divided into two columns. The left column contains 'Available Services' with links like 'View Registration Form', 'View/Edit Application Form', 'View/Edit Qualification Details', 'Fill Additional Qualification', 'Fill Contact Detail', 'Upload Documents', 'Preview & Final Submit', 'Pay Registration Fee', and 'Choice Filling and Locking'. Below this is a 'Contact Us' section with an email address 'itadmission2020@gmail.com', a location 'Department of Technical Education and Industrial Training Punjab', and a phone number '01725022357'. The right column is the 'Application Form' itself, with fields for Name (c), Father Name (f), Mother Name (m), Date of Birth (15 February 2005), Gender (Male), Domicile/State (Punjab), and Category (SC). Below these is an 'Other Information' section with 'Family Annual Income' (Upto 2.5 Lakh) and 'Choose your Document: Verifying Institute' (Govt. ITI (W) Dera Bassi at Zirakpur). A 'SAVE & NEXT' button is at the bottom right of the form.

## Confirmation

The screenshot shows a confirmation dialog box with the title 'Confirm !!'. The main text asks 'Do you wish to save ?'. At the bottom, there are two buttons: a blue 'Yes' button and a red 'No' button.

## 1.7. Qualification Detail

Candidate should selected the relevant class and enter the details. For Punjab School education board 2018 onward candidates marks for class 10<sup>th</sup> will fetched from Board directly.

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Punjab ITI Counselling 2021 (Demo Counselling)

**Counseling Services**  
Simplifying The Admission Process

Home | Last Activity Details | Change Password | Logout

Last Visit: Jun 20 2021 9:29AM | Name: c | Application Number: 211250100138

**Available Services**

- View Registration Form
- View/Edit Application Form
- View/Edit Qualification Details**
- Fill Additional Qualification
- Fill Contact Detail
- Upload Documents
- Preview & Final Submit
- Pay Registration Fee
- Choice Filling and Locking

**Contact Us**

riaadmission2020@gmail.com  
Department of Technical Education and Industrial Training, Punjab  
01725922357

**Qualification Details**

**Class 8th or Equivalent Marks Details**

Available choices will be vary based on your subject selection. Please refer brochure for details and fill subject details carefully. You have to fill at least five and maximum eight subjects details. In case you do not have enough subjects, you can choose "Not Applicable" option in the respective subject list.

Passing Status: Passed | Passing Year: 2000 | Board: CENTRAL BOARD OF SECONDARY ...

**Subject Wise Mark**

Name	Passing Status	Max Marks	Obtained Marks
Hindi	Passed	100	88
English	Passed	100	89
Drawing	Passed	100	98
Punjabi	Passed	100	88
Math	Passed	100	99

Subject/Year/Semester Max Marks: 500 | Subject/Year/Semester Obtained Marks: 487 | Subject/Year/Semester Percentage: 97.4

**Class 12th or Equivalent Marks Details**

Passing Status: -Select- | Passing Year: -Select- | Roll Number:

Board: -Select- | Result Mode: -Select- | Maximum Marks: 0

Obtained Marks: 0 | Percentage Of Marks: 0

PREVIOUS | SAVE & NEXT

## Confirmation


**Confirm !!**

Do you wish to save ?


Yes No

## 1.8. Additional Qualification & Experience Details

Here candidate will have to give information about additional qualification & experience via check box then click on to save & next button.



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**Counselling Services**  
Simplifying The Admission Process

Home
Last Activity Details
Change Password
Logout

Last Visit: Jun 20 2021 9:29AM
Name: c Application Number: 211250100133

**Available Services**

- View Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- Fill Additional Qualification
- Fill Contact Detail
- Upload Documents
- Preview & Final Submit
- Pay Registration Fee
- Choice Filling and Locking

---

**Contact Us**

✉ admission2020@gmail.com

📍 Department of Technical Education and Industrial Training, Punjab

☎ 01725022357

Additional Qualification & Experience Details

Qualification		
<input checked="" type="checkbox"/> Diploma Engineering	700	524
<input type="checkbox"/> M.A		
<input type="checkbox"/> M.SC		
<input type="checkbox"/> Typing speed of 30 w.p.m in English/Hindi/Any Local Language		
<input type="checkbox"/> Knowledge of English Language		
<input type="checkbox"/> Any Other Graduate Level Qualification		
<input type="checkbox"/> Any Other Post Graduate Level Qualification		
<input type="checkbox"/> B.A		
<input type="checkbox"/> B.COM		
<input type="checkbox"/> M.Com		
<input type="checkbox"/> B.Pharmacy		
<input type="checkbox"/> M.Pharmacy		
<input type="checkbox"/> Any Other 10+2 Level Qualification		
<input type="checkbox"/> Fruit & Vegetable Preservation		
<input type="checkbox"/> Food Processing		
<input type="checkbox"/> BBT in April sector under CoE scheme		
<input type="checkbox"/> Hair & Skin Care/ Basic Cosmetology/ Cosmetology		
<input type="checkbox"/> Dress Making		
<input type="checkbox"/> Dress Making		
<input type="checkbox"/> NTC/STC Embroidery and Needle Work/ Surface Ornamentation Techniques (Embroidery)		
<input type="checkbox"/> NTC/STC in Cutting and Sewing/ Sewing Technology		
<input type="checkbox"/> Fashion Design and Technology		

Select your Experience (If any)

	Experience in Month	Experience in Days
<input checked="" type="checkbox"/> Teaching Experience	7	45
<input type="checkbox"/> T.C.P.C		

PREVIOUS
SAVE & NEXT

## Confirmation

Confirm !!

Do you wish to submit ?

Yes
No

## 1.9. Contact Details

Here candidate should mention his/her correspondence & permanent address then press on to save & next button.


The screenshot shows the 'Contact Details' form in the registration portal. The form is divided into two main sections: 'Correspondence Address' and 'Permanent Address'. The 'Correspondence Address' section contains several input fields: 'Premise No./Name' (filled with 'C65/1B RAJPUR KHURD'), 'Sub Locality/Colony (Optional)' (filled with 'CHATTERPUR'), 'Locality/City/Town/Village' (filled with 'DELHI'), 'Country' (filled with 'India'), 'State' (filled with 'Delhi (NCT)'), 'District' (filled with 'SOUTH DELHI'), 'Pin Code' (filled with '110068'), 'ISD Code' (filled with '91'), and 'Alternate Contact Number (Optional)' (filled with '9871612440'). The 'Permanent Address' section has a checkbox labeled 'Same As Correspondence Address' which is checked. At the bottom of the form, there are two buttons: 'PREVIOUS' (red) and 'SAVE & NEXT' (blue). The portal header includes the Department of Technical Education and Industrial Training, Punjab logo and name, and the e-Counselling Services logo with the tagline 'Simplifying The Admission Process'. A navigation menu on the left lists various services, with 'Fill Contact Detail' highlighted. The top right shows user information: 'Name: c' and 'Application Number: 211250100133'.

### Confirmation


The screenshot shows a confirmation dialog box titled 'Confirm !!'. The dialog box contains the question 'Do you wish to save ?' and two buttons: 'Yes' (blue) and 'No' (red).

## 1.10. Upload Documents/Images

Here candidates should upload required document as per prescribed file format and size limit based on information filled in the application form then click on to submit & preview button.



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Punjab ITI Counselling 2021 (Demo Counselling)



**Counselling Services**  
Simplifying The Admission Process

Home
Last Activity Details
Change Password
Logout

Last Visit: Jun 20 2021 9:25AM
Name: c Application Number: 211250100133

**Available Services**

- View Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Additional Qualification
- View/Edit Contact Detail
- Upload Documents
- Preview & Final Submit
- Pay Registration Fee
- Choice Filling and Locking

**Contact Us**

✉ icadmission2020@gmail.com

📍 Department of Technical Education and Industrial Training Punjab


☎ 01725022357

### Upload Documents/Images


S.No.	Required Document	Document Specifications	Document Number/id	Upload
1	Photograph	Document Format: JPG Min Size (KB): 50 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen
2	Any document relevant to domicile	Document Format: PDF Min Size (KB): 50 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen
3	8th Marksheet/Certificate	Document Format: PDF Min Size (KB): 50 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen
4	10th Marksheet/Certificate	Document Format: PDF Min Size (KB): 50 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen
5	SC Category Certificate	Document Format: PDF Min Size (KB): 50 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen
6	Additional Qualification Certificate	Document Format: PDF Min Size (KB): 50 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen
7	Income Certificate	Document Format: PDF Min Size (KB): 50 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen

### 1.11. Preview of uploaded Document

Here candidates can have preview of uploaded document and confirm via self verified check box then click on to save & next button.



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**Counselling Services**  
Simplifying The Admission Process

Home
Last Activity Details
Change Password
Logout

Last Visit: Jun 20 2021 9:29AM
Name: c Application Number: 211250100133

**Available Services**

- View Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Additional Qualification
- View/Edit Contact Detail
- Upload Documents
- Preview & Final Submit
- Pay Registration Fee
- Choice Filling and Locking



**Contact Us**



✉ icadmission2020@gmail.com

📍 Department of Technical Education and Industrial Training Punjab

☎ 01725022357

### Preview of Uploaded Documents/Images

S.No.	Required Document	Preview	Check & Verify
1	Photograph	<p>File Name: <span style="border: 1px solid #ccc; padding: 2px;">RATNESH PIC.jpg</span>                      Document Number/id: NA</p>  <p style="text-align: center; color: #0056b3;"><a href="#">Click Here For Large View</a></p>	<input checked="" type="checkbox"/> Self Verified
2	Any document relevant to domicile	<p>File Name: <span style="border: 1px solid #ccc; padding: 2px;">BIRTH CERTIFICATE RATNESH.pdf</span>                      Document Number/id: NA</p>  <p style="text-align: center; color: #0056b3;"><a href="#">Click Here For Large View</a></p>	<input checked="" type="checkbox"/> Self Verified

<p>6 Additional Qualification Certificate</p>	<p style="text-align: center;"><a href="#">Click Here For Large View</a></p> <p>File Name: <b>BIRTH CERTIFICATE RATNESH.pdf</b> Document Number/Id: <b>NA</b></p>  <p style="text-align: center;"><a href="#">Click Here For Large View</a></p>	<p><input checked="" type="checkbox"/> Self Verified</p>
<p>7 Income Certificate</p>	<p style="text-align: center;"><a href="#">Click Here For Large View</a></p> <p>File Name: <b>BIRTH CERTIFICATE RATNESH.pdf</b> Document Number/Id: <b>NA</b></p>  <p style="text-align: center;"><a href="#">Click Here For Large View</a></p>	<p><input checked="" type="checkbox"/> Self Verified</p>

[SAVE FINALLY & NEXT](#)

### 1.12. Preview & Final Submit

On this interface candidate can view his/her complete filled application once before final submit and confirm via declaration check box after that it cannot be change.

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**Counselling Services**  
Simplifying The Admission Process

Home
Last Activity Details
Change Password
Logout

Last Visit: Jun 20 2021 9:29AM

Name: c Application Number: 211250100133

**Available Services**

- [View Registration Form](#)
- [View/Edit Application Form](#)
- [View/Edit Qualification Details](#)
- [View/Edit Additional Qualification](#)
- [View/Edit Contact Detail](#)
- [View/Edit Uploaded Documents](#)
- [Preview & Final Submit](#)
- [Pay Registration Fee](#)
- [Choice Filling and Locking](#)

**Contact Us**

- [tcadmission2020@gmail.com](mailto:tcadmission2020@gmail.com)
- Department of Technical Education and Industrial Training, Punjab
- 01725022357

**Preview & Final Submit**

**Personal Details**

Application Number	211250100133	Name	c
Father Name	f	Mother Name	m
Date of Birth	15-02-2005	Gender	Male
Category	SC	Domicile	Punjab

**Document Verifying Institute**

Govt. I.T.I. (W) Dera Bassi at Zirakpur

**Other Information**

Family Annual Income: Upto 2.5 Lakh

**Qualification Details**

Class 8th or Equivalent Marks Details	
Passing Status	Passed
Passing Year	2000
Board	CENTRAL BOARD OF SECONDARY EDUCATION
Maximum Marks	0
Obtained Marks	
Percentage Marks	0

**Subject/Year/Semester Wise Marks Details**

Name	Passing Status	Max Marks	Obtained Marks
Math	Passed	100	99

5	Bth Marksheet/Certificate	NA	<p><a href="#">Click Here For Large View</a></p>  <p><a href="#">Click Here For Large View</a></p>
6	Additional Qualification Certificate	NA	<p><a href="#">Click Here For Large View</a></p>  <p><a href="#">Click Here For Large View</a></p>

**Declaration**

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief. Any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read the information bulletin and understood all the procedures.

PREVIOUS
SAVE & FINAL SUBMIT

Confirmation

**Confirm !!**

**These credentials will be used for seat allotment. So kindly verify carefully before submission.  
 Once submitted, these credentials can not be changed again.**

Do you wish to final submit ?

Yes
No

**1.13. Pay Registration Fee**

Here candidate should select radio button against mode of payment and click on to pay fee button.

The screenshot shows the 'Fee Payment' page. At the top, there is a header with the Department of Technical Education and Industrial Training, Punjab logo and name, and the Counselling Services logo with the tagline 'Simplifying The Admission Process'. Below the header is a blue navigation bar with 'Home', 'Last Activity Details', 'Change Password', and 'Logout' buttons. The main content area is divided into two columns. The left column contains 'Available Services' with links for 'View Filled Form', 'Pay Registration Fee' (highlighted), and 'Choice Filling and Locking'. Below this is a 'Contact Us' section with an email address, phone number, and address. The right column is titled 'Fee Payment' and contains a form with the following elements: 'Fee Type: Pay Registration Fee', a message 'You are required to pay an amount of Rs. 2 /- .', a 'Select mode of payment' dropdown menu with 'Online Payment' selected, and two buttons: 'Pay Fee' and 'Pay Fee (Demo)'. A 'Last Visit' timestamp and user information are visible at the top of the main content area.

## 2. Change Password

User needs to fill in old password, new password, confirm new password and then press submit button to initiate change password process.

The screenshot shows the 'Change Password' page. It features the same header and navigation bar as the previous page. The main content area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below these fields are two buttons: 'Submit' and 'Reset'.

## 3. Forgot Password

User needs to click on “Forgot Password” link beside sign in button. Press continue after selecting the agency and the radio button. Select one of the two modes to retrieve password and press continue. Enter application no, security pin and press submit.



[Home](#)


### Registered Candidates Sign-In

Counselling: Punjab ITI Counselling 2021 (Demo Counselling)

Application Number: 20125010097

Password:

Security Pin as shown below (case sensitive):

Security Pin: 658X16 

Invalid User Id or Password.

[Sign In](#) [Forgot Password ?](#)


[New Candidate Registration](#)


[Forgot Application Number](#)

#### Important Instructions

- Confidentiality of Password is solely responsibility of the candidate and all care must be taken to protect the password.
- For security reasons, after finishing your work, kindly click the LOGOUT button and close all the windows related to your session.
- Candidates are advised to keep changing the Password at frequent intervals.
- Never share your password and do not respond to any mail which asks you for your Login-ID/Password.

**Caution:** Your IP address 223.225.58.122 is being monitored for security purpose.

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### Forgot Password ?

Counselling Board: Punjab ITI Counselling 2021 (Demo Counselling)

Select any option to reset your password

Using an OTP, sent via text message (SMS) to your registered Mobile No.

Using a reset link, sent via email to your registered Email address.

[Continue](#)

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### Enter the following information to reset your password

Counselling Board: Punjab ITI Counselling 2021 (Demo Counselling)

Application Number:

Enter Security Pin (case sensitive):

Security Pin: 34499S 

[Submit](#)

## 4. Forgot Application No

Candidates need to click on “Forgot Application No” link below new candidate registration button. Enter personal details like name, father name, mother name, DOB, gender, security pin and press submit.



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\*\*\*\*Document Ends Here\*\*\*\*\*

