User Manual For
Admission to
Industrial Training
Institutes
Step 1:
Visit the website of Directorate of Skill Development & Entrepreneurship (https://dsde.goa.gov.in/). To proceed with the application submission, Click on 'Apply Now'.

Step 2:
You will be redirected to the following page as shown below.
Go through the Procedure to Apply, Documents Required and Designated Officials.
Then, click on 'Proceed to Apply' as shown in Fig 1.

![Fig 1](image_url)
**Step 3:**

**Step 3a:**
For registered users on GoaOnline, enter the *Username, Password* and click on *Login* as shown in **Fig 2**.

![Fig 2](image)

**Step 3b:**
For non-registered users, click *Register* and complete the registration process. (**Fig 3**) Once done, login to the system.

![Fig 3](image)
**Step 4:**

Click on *Apply Now*.

![Application form for admission to Industrial Training Institute](image)

**Fig 4**

**Step 5:**

**Step 5a:**

Enter Personal details:-
- *Title, First Name, Middle Name* and *Last Name* as mentioned on Marksheet.
- *Name of Father/Guardian* and *Name of Mother*.
- *Date of Birth, Gender, Marital Status, Religion*

Upload a passport size photo by selecting *Choose File*. Navigate to the image to be uploaded from your computer and then click *Upload* as shown in below. *(Fig 5)*

![Personal Information](image)

**Fig 5**
Step 5b:

- Select the appropriate Caste Category
  1. General
  2. Scheduled Caste (SC)
  3. Scheduled Tribe (ST)
  4. Other Backward Classes (OBC)

If either SC, ST or OBC category is selected, enter Caste Certificate number.

Click Verify Caste Certificate as shown below. (The verification of the Caste Certificate is Optional).

Step 6:

Select appropriate category as applicable, as shown below (Fig 7)

1. Person with Disability (PWD)
2. Economically Weaker Sections (EWS)
3. Special Category
   a) Children of State and Central Government Employees (CGE)
   b) Children of African Repatriates of Goan Origin (CAR)
   c) Wards of Defense Personnel.
If *Wards of Defence Personnel* is selected under *Special Category*, choose the appropriate sub category:-

- **a)** Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.
- **b)** Children of Ex-servicemen
- **c)** Children of serving Jawans
- **d)** Children of serving officers
- **e)** Ex-Servicemen

![Special Category screenshot](image)

**Fig 8**

**Step 7:**

Enter your Residential details. If the *Correspondence Address* is same as *Permanent Address*, tick the check box as shown in the Figure.

![Address entry screenshot](image)

**Fig 9**
**Step 8:**

For the section *Do you have 10 year continuous domicile/residence proof in Goa preceding the date of application?*, select either *Yes* or *NO*.

**Step 8a:**

*If Yes*, Select the document proving 10 years residence in Goa. Option will be provided later to upload multiple documents against the selected items.

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**Do you have 10 years continuous domicile / residence proof in Goa preceding the date of application?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

*Residence Proof documents* (All Documents are not mandatory. Any document proving 10 years continuous domicile / residence in Goa to be tick marked)

- GAP certificate issued by Notary / Break Certificate from Manildar
- School/Institute/College Leaving Certificate
- Bonafide Certificate
- Residence Certificate for minimum period of 10 years
- Transfer/Migration Certificate
- Others

**Fig 10**

*If Residence Certificate for minimum period of 10 years*, is ticked, enter *Residence Certificate No.*

Click **Verify Residence Certificate**, as shown below. *(The Verification of the Residence Certificate is Optional).*

**Fig 11**

**Step 8b:**

*If NO*, the following note will be displayed.

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**Do you have 10 years continuous domicile / residence proof in Goa preceding the date of application?**

<table>
<thead>
<tr>
<th>No</th>
</tr>
</thead>
</table>

* As you are not able to produce the document indicating last 10 years continuous domicile / residence proof in Goa preceding the date of application, your admission is subject to availability of the vacant seats after completion of all the admission rounds. It is important to note that your name will not be considered during generation of All Goa Merit List.

**Fig 12**
**Step 9:**
Enter Bank *IFSC code.*

*Bank Name and Branch* will get auto populated.
Enter *Account No.* and re-enter it to **Confirm Account No.**

![Fig 13](image)
The Bank Details entered above, should be of the *‘Student’.* The bank account number entered here will be used for future reference at the time of grant of scholarships or any other financial aid from Department to the student.

**Step 10:**
Enter the following Parent Details:-

1. *Mobile Number (Compulsory)*
2. *Office Address (Optional)*
3. *Office Phone Number (Optional)*

Select Yes/No for the following:-

1. *Is your Family Income less than 3 lacs ?*
2. *Are you a Below Poverty Line (BPL) or Antodaya Card holder ?*

*If Yes,* corresponding documents towards the same need to be uploaded, in the *Document Upload* Section Ahead.

![Fig 14](image)
**Step 11:**
Incase the Prospectus is purchased offline, tick the checkbox.

Once all the fields are entered and confirmed, click *Proceed To Education Details.*

![Tick if you have purchased Prospectus Offline for Rs. 100/-](image)

**Fig 15**

**Step 12:**
Select **Education Qualification** from the dropdown *(Fig 16)*

If the student wishes to apply for trades which require 8th Std as the minimum qualification, then select **8th Pass.**

Similarly, if the student wishes to apply for trades which require 10th Std as the minimum qualification, then select **10th Pass.**

If the student wishes to apply for both, 8th Std trades as well as 10th Std trades, Select **8th Pass and 10th Pass Both.** In such a case, the student’s name will appear on both 8th as well as 10th Merit List.

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**Educational Qualifications (Minimum Qualifying Examination)**

**Education Qualification**

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**Fig 16**
Step 12a:

If 8th Pass is selected as **Education Qualification**, list of trades available will be displayed.

**Education Qualification**

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- 8TH PASS (ELIGIBLE FOR 8TH PASS TRADES)

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Trades available for 8th Pass Qualification

- Wireman, Welder, Carpenter, Plumber, Welder/Fabrication & Fitting, Garment and Sales Asst., Driver cum Mechanic(LMV)

**Fig 17**

Select the Grade Point System followed by your school for the preparation of marksheet.

**Kindly verify Grade Point system with your school.**

Grade Point System

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- Select

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- 5 POINT (A, B, C, D, E)
- 5 POINT (A+, A, B+, B, C)
- 7 POINT (A, B, C, D, E, F, G)
- 9 POINT (A, B, C, D, E, F, G, H, I)

**Fig 18**

Select grades obtained in different subjects as shown in **Fig 19**.

**Fig 19**
Step 12b:

*If 10th Pass* is selected as *Education Qualification*, list of trades available will be displayed.

![List of trades](image)

**Fig 20**

Select *Mode of Training*.

![Select mode of training](image)

**Fig 21**

If *C.B.S.E* is selected as *Mode of Training*, enter CGPA and *Grade points Obtained* in each subject shown in below figure.

Enter *No. of Attempts*.

(If the No. of Attempts are more than one, corresponding marksheets need to be uploaded later.)

(In case of multiple attempts, enter the marks obtained in last attempt only i.e. of the attempt cleared by the student.)

![Mode of Training](image)

**Fig 22**
If S.S.C or Open School is selected as Mode of Training, enter Total Marks Obtained, Maximum Marks, Marks obtained.

Enter No. of Attempts.

(If the No. of Attempts are more than one, corresponding mark sheets needs to be uploaded later.)

(In case of multiple attempts, enter the marks obtained in last attempt only i.e of the attempt cleared by the student.)

Fig 23

Step 12c:

If 8th pass and 10th pass (Both) is selected as Education Qualification, list of trades for both will be displayed.

Fig 24
Enter 8\textsuperscript{TH} as well as 10\textsuperscript{TH} Std marks/grades as shown in the figure below.

![8th Details](image)

*Kindly verify Grade Point system with your school.*

![10th Details](image)

*In case you have not opted for Mathematics or Science or both in 10th, kindly leave the field blank or enter 0.*

**Fig 25**

**Step 13:**

Enter \textit{Address of the last school/college attended}, \textit{Name of last school/college attended} and \textit{year of passing} shown in Fig 26.

Read all the declarations carefully for \textit{Undertaking by Candidate} and then click on the check box as shown in below fig.

Click on \textit{Proceed To Document Upload} to proceed.

![Address of the last School/College attended](image)

\textit{Undertaking by Candidate}

*Application with incomplete information and without self-attested copies of necessary certificates will lead to disqualification and may not be considered.*

*The mobile number and E-mail address has to be mandatorily retained by admitted trainees till the completion of course for examination verification and placement tracking purpose for minimum 3 years.*

![Undertaking by Candidate](image)

**Fig 26**
Step 14:
This is the section where you will have to upload *Mandatory List of Documents* as shown in Fig 27.
Choose the document to be uploaded from *Document Type*.
Click on *Choose File* under *Select file* and navigate to the document and click on *Upload*.

![Image of Document(s) Upload](image-url)

Fig 27

Step 15:
Choose the *Nearest Government ITI* and click on *Submit & Proceed to Pay*.

![Image of Nearest Government ITI selection](image-url)

Fig 28
Step 16:
Click on *Proceed to Pay*

![Payment Request Confirmation](image)

**Fig 29**

Step 17:
An external Payment Gateway Link will be made available for online payment of fees. After successful completion of the online payment, the following 3 options will be displayed as shown in the figure:-

1. **Download Payment Receipt**
2. **Download Filled Application Form**
3. **Trade Preferences**

Download the Payment Receipt and Filled Application form and then click on **Trade Preferences**.

![Successful Application Submission](image)

**Fig 30**
Step 18:

To enter your trade preferences, select the *Trade* as well as the *ITI* as per priority. The topmost preferences will be treated as 1\(^{st}\) priority. Enter a minimum of 5 trade preferences and then click on ‘**Save Trade Preferences**’

**Note:** *Selecting Trade Preferences is not mandatory at this stage. Students can enter the same at a later stage, but prior to the ‘last’ date set for the same.*