

Government of West Bengal  
 Technical Education, Training & Skill Development Department  
 Directorate of Industrial Training  
 Karigari Bhawan, 2<sup>nd</sup> Floor, B/7, Action Area -III,  
 Rajarhat, New Town, Kolkata-700160

No:1T-325/Pt/2025/ 203(320)

Dated: 02 /09/25.

-: Circular :-

**Subject: Schedule for counselling and admission to the ITIs-2025**

All the head of the Institutes are hereby advised to follow the schedule of counselling for seat allotment in connection with admission in Govt. ITIs/ Govt. ITIs running under PTP/Pvt. ITIs-2025 given below.

Sl. No.	Date	Event	Applicant's Role
01.	02.09.2025	Publication of 1 <sup>st</sup> round seat allotment.	Candidate can view allotment of seat at their log in.
02.	02.09.2025 to 05.09.2025	Admission by the candidates.	<p><b>A. For admission in Govt. ITI/ Govt. ITI running under PTP:</b></p> <p>Step 1: Candidates have to pay requisite admission fees, registration fee, caution money &amp; 06 month tuition fees as applicable through <u>online GRIPS portal</u> i.e <a href="https://www.wbifms.gov.in/GRIPS/v2/#/">https://www.wbifms.gov.in/GRIPS/v2/#/</a> and get a print out of the payment receipt.</p> <p>Step 2: Candidates have to upload the receipt to the WBSCVT portal through his/her log in.</p> <p>Step 3: After that candidates have to <b>physically visit</b> any of the nearest Govt./PTP ITIs/ Govt. Polytechnics with all of his documents (including payment receipt) for verification. After physical verification institute will approve his/her admission on the portal and subsequently the candidates will be admitted.</p> <p><b>B. For admission in IMC quota seats of the Govt. ITI :</b></p> <p>Candidates have to follow two steps:</p> <p>Step 1: Candidates have to pay requisite admission fees, registration fee, caution money &amp; <b>01 month tuition fees</b> as</p>

			<p>applicable through <u>online payment mode</u> <u>(Not through GRIPS portal)</u></p> <p>Step 2: After that candidates have to <b>physically visit</b> any of the nearest Govt./PTP ITIs/ Govt. Polytechnics with all of his documents for verification. After physical verification institute will approve his/her admission on the portal and subsequently the candidates will be admitted.</p> <p><b>C. For admission in the Pvt. ITI &amp; Management quota seats of PTP ITIs:</b></p> <p>Step 1: Candidates have to pay requisite admission fees, registration fee, caution money through <u>online payment mode</u> <u>(Not through GRIPS portal)</u>.</p> <p>Step 2: Candidate has to <b>physically visit</b> along with all documents at the ITI where his /her seat was allotted and has to pay <b>01 month tuition</b> fees as applicable to the concerned institute and get admitted. The admission process will be completed once the candidate will deposit requisite fees at the ITI end physically.</p>
			Candidates have to take admission mandatorily in the allotted trade after making necessary payment. If the candidates fail to get admitted in due time he/she will be excluded from the counselling. Candidates, willing for up gradation also need to be mandatorily admitted in the allotted trade.
			Candidates, who will be allotted the 1 <sup>st</sup> choice seat, will not get any opportunity of up- gradation.
03.	06.09.2025	Publication of 2 <sup>nd</sup> round seat allotment.	Candidate can view allotment of seat at their log in.
04.	06.09.2025 to 09.09..2025 (excluding Sunday)	Admission by the candidates.	Same procedure as 1 <sup>st</sup> round (As mentioned in Sl. No.02) should be followed.
05.	10.09.2025	Vacancy declaration	

06.	10.09.2025 to 12.09.2025	2 <sup>nd</sup> phase On-line Choice filling	Any merit listed candidates, including already admitted candidates can participate in this phase of counseling. If already admitted candidates, is up-graded to new seat then their base seat will be cancelled. However, their base seat is confirmed if candidate is not upgraded.
07.	13.09.2025	Publication of 3 <sup>rd</sup> round seat allotment	Candidate can view allotment of seat at their log in.
08.	14.09.2025 to 15.09.2025	Admission by the candidates.	Same procedure as 1 <sup>st</sup> round (As mentioned in Sl. No.02) should be followed.

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 Director of Industrial Training  
 West Bengal

Copy forwarded for information and necessary action to:

1. The Joint Director of Industrial Training - Durgapur / Siliguri region,----He is advised to closely monitor the counseling/admission work of the ITI/ITC under his region.
2. The Deputy Director of Industrial Training – In charge of ITI Tollygunje/Gariahat/Howrah Homes,
3. The Asst. Director of Industrial Training In charge of Govt. ITI/WITI \_\_\_\_\_
4. The Principal/Superintendent ,ITI/ ITC/Jr.Polytechnic \_\_\_\_\_
5. The Principal, Govt. ITI \_\_\_\_\_ running under PTP
6. The Principal / Superintendent / Secretary \_\_\_\_\_ Private ITI

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