

DGT-NSTI025/1/2023-O/o DIR(CFIs)

भारत सरकार  
Government of India  
कौशल विकास एवं उद्यमिता मंत्रालय  
Ministry of Skill Development & Entrepreneurship  
प्रशिक्षण महानिदेशालय  
Directorate General of Training

कौशल भवन, नई दिल्ली

दिनांक: 20.09.2024

**Office Memorandum**

**Subject:** Guidelines for SPOT Round 2 admissions under CITS session 2024-25 starting from 26.09.2024 - reg.

With reference to CITS admissions for session 2024-25, it is informed that round 2 of SPOT admission will commence from 26.09.2024. In this regard, the guidelines are as under:

- The round 2 of SPOT admission would be carried out over a period of 02 days, from 26.09.2024 to 27.09.2024.
- The cut off for SPOT round 2 will be same as that for SPOT round 1 (as under). The candidates would be eligible as per these cut-off marks in All India Common Entrance test (AICET) 2024.

**Table:** The cut-off marks for eligible candidates would be as:

Category	Cut-off for spot round 2
General	17
OBC/ EWS	15
SC/ ST/ PH	10

- Candidates eligible for SPOT round 2 will be those who fulfill the cut-off marks criteria and fall under any one of the cases below: -

Case 1: Those candidates who are not admitted to any Institute so far

Case 2: Those candidates who are provisionally admitted, but not physically reported at the Institute. In such cases, the candidate's claim over seat secured in provisional admission stands cancelled.

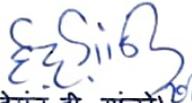
If a candidate has been marked as "physically admitted" on NIMI portal by their Institute, she/he **will not be eligible** for SPOT round 2.

- It may be noted that if a candidate is not marked as "physically admitted" on the NIMI portal, the corresponding seat will be treated as vacant for filling in SPOT round 2.** Hence, before commencement of SPOT round 2, the Institutes are requested to ensure that all candidates who have physically reported in the Institute and whose eligibility, documents, etc. are valid are marked as "Physically Admitted" on the NIMI portal. This will ensure in generation of accurate vacancy position at the Institutes.
- All Institutes are requested to form the admission committee comprising of minimum three members including Principal/ HoO of the Institute. The candidates are required to reach the institute and submit the application before 1:30 PM on each day of the SPOT round. The institutes are required to collect the applications till 1:30 PM each day (as

applicable) and admission committee shall make the merit list of the reported candidates in that particular institute. Based upon the merit only, seat allotment will be done on the online admission portal.

- f) In case the candidate reports after 1:30 PM (on 26.09.2024), the application will be considered for merit on next day. The candidates reporting after 1:30 PM on 27.09.2024 may be considered after exhausting the existing merit prepared by the institute.
- g) All the institutes are requested to follow standard procedure and ensure that proper registration is done in order of the entry of candidates in the institute. The admission committee shall ensure that the entire process is done with due diligence.
- h) SPOT Admissions will be allowed in all the Institutes. **NSTIs will be able to admit candidates in all the institutes through their logins for ease of candidates. However, all IToTs will be able to admit candidates through their login in their own institutes only.** RDSDEs to depute at least one officer to private IToTs to monitor the admission process.
- i) Candidates who are admitted in SPOT round 2 are required to physically report in the allotted institutes latest by 30.09.2024.
- j) Candidates to maintain discipline for smooth process of admission. Any case of indiscipline may invite disciplinary action, including rejection/cancellation of the admission. However, any such activity needs to be reported immediately to Regional Directors and HoOs/ Principals of concerned institute.
- k) Trainee admitted report may please be provided to CFI section on daily basis (emails to [amitk.yadav@nic.in](mailto:amitk.yadav@nic.in) with cc to [hemant.ganjare@nic.in](mailto:hemant.ganjare@nic.in)), stating number of trainees reported trade-wise, admitted and rejected or denied. A detailed report/ log may also be maintained by the institute stating the reasons of rejection of trainees, etc.
- l) Videography needs to be ensured during admissions capturing entry of trainees, their registration and admission process.

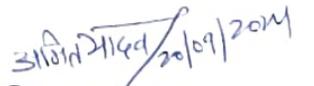
This issues with the approval of competent authority.

  
(हेमंत डी. गांजरे) 20/09/2024

संयुक्त निदेशक, सीएफआई

Copy to:

1. PSO to DG(T)/AS, DGT
2. PS to DDG (Southern Region), DDG (Eastern Region), DDG (DGT).
3. Regional Directors, All RDSDEs
4. Executive Director, NIMI
5. Principals, All NSTIs/ NSTI (w)s/ IToTs
6. Guard file

  
(अमित कुमार यादव)

सहायक निदेशक, सीएफआई