

Government of West Bengal
Technical Education, Training, & Skill Development Department
Directorate of Industrial Training
Karigari Bhawan, 2nd Floor, B/7, Rajarhat, New Town,
Action Area III, Rajarhat, Kolkata – 700 160

29-07-2026

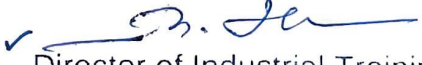
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CIRCULAR

Sub: Guideline for admission of trainees (under CTS & DST courses) in Govt. ITIs/ Govt. ITIs running under PTP/ Pvt. ITIs for August 2026 Academic session.

The following guidelines are to be followed by all the Head of the Govt. and Govt. ITIs running under PTP / Pvt. ITIs at the time of admission.

1. **Classes for the new session will commence from 03.08.2026 for all the ITIs of West Bengal.**
2. Medical certificate of fitness will be required at the time of admission.
3. Head of the institute will verify all documents of the allotted candidates in respect of his/her institute only at the time of admission. If any discrepancies found the seat allotment of the candidate will be cancelled/ suspended/debarred and to be recorded by the admission committee of the respective Institute.
4. Attendance of the trainee has to be recorded in both hard copy and through Common Admission Portal portal. Attendance must be recorded for each trainee in day wise. There is no need to send excel file for discharging the trainees at DIT end.
5. Head of the Institute and admission committee of the ITI should closely monitor the attendance of the trainees and responsible for daily uploading attendance on the CAP portal of each trainee
6. Training Manual guideline will be followed regarding discharge of trainees.
7. Pvt. ITIs and PTP ITIs are advised to take admission on 3rd shift only if affiliation exists under DST. Compliance with the order dated 20.07.2026 passed by the Hon'ble High Court of Delhi in CONT.CAS(C) No. 1218/2026, Federation of All India Private ITIs v. Ketan Patel & Anr must be followed. This Directorate will not be responsible for taking admission in any non-affiliated unit/trade or admitting excess trainees beyond intake capacity.
8. Admission is only permitted in the affiliated shift and units where instructors are mapped in NIMS portal.
9. All the ITIs shall remain open on 01.08.26 & 02.08.26 due to admission related work and trainee verification.


Director of Industrial Training
West Bengal

Copy forwarded for information and necessary action to:

1. The Joint Director of Industrial Training - Regional Office Durgapur / Siliguri.
2. The DDIT in charge of ITI Howrah Homes/Tollygunge/ Gariahat
3. The Asst. Director of Industrial Training In charge of ITI/WITI

4. The Principal/Superintendent, ITI/ITC/Jr. Polytechnic _____
5. The Principal of Govt. ITIs under PPP mode _____
6. The Principal, _____ Pvt. ITI _____

Director of Industrial Training, WB