

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: 08.08.2025

**Office Memorandum**

**Subject:** Guidelines for SPOT Round admissions from 18.08.2025 to 20.08.2025 under CITS session 2025-26 - reg.

With reference to CITS admissions for session 2025-26, it is informed that admissions for SPOT round will commence from 18.08.2025. In this regard, the guidelines are as under:

1. The admissions under SPOT round would be carried out over a period of 03 days, from 18.08.2025 to 20.08.2025.
2. AICET marks cut off for the SPOT round will be same as that of the counselling rounds.

**Table: Cut-off marks for SPOT round**

Category	Cut-off for SPOT round
General	33
OBC/ EWS	29
SC/ ST/ PH	20

3. Eligibility of Candidates for SPOT round is elaborated as under: -
  - i. They must have secured marks equal to or above the cut-off marks set at point (2) above  
**AND**
  - ii. They must **not** have been provisionally admitted in any of the Institutes so far –
    - *this includes those candidates who have participated in counselling rounds but have not been allotted any seat,*
    - *candidates who were allotted a seat in the counselling rounds but did not take provisional admission, and*
    - *those who did not participate in counselling rounds at all.*
4. The live vacancy position, Institute-wise and trade-wise, will be available on the NIMI portal at all times.
5. The eligible candidates are required to physically report before 1:00 PM in the desired institute (NSTI/Govt. IToT/Private IToT) where they wish to seek admission.

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6. In case of candidates reporting to the Institute after 1:00 PM on the first day of SPOT round (18.08.2025), his/her application may be considered for merit on day 2 of the SPOT round (19.08.2025), subject to availability of seat(s).
7. No Institute shall have the right to admit a candidate in any of the other Institutes. They shall admit (physically reported) candidates in their own institute only.
8. For SPOT round admissions in Private IToTs, the respective RDSDEs shall depute at least one officer in the Private IToTs to monitor the admission process.
9. Day 1 of SPOT round (18.08.2025): -
  - a. Institutes shall collect the applications from eligible candidates till 1:00 PM.
  - b. Thereafter, the admission committee shall prepare the (trade wise) merit list of the reported eligible candidates
  - c. Seat allotment shall then be done by the Institutes on the NIMI portal as per the merit list against the vacant seats.
  - d. For candidates arriving after 1:00 PM, institutes shall consider their candidature for day 2 of SPOT round.
10. Day 2 of SPOT round (19.08.2025): -
  - a. In addition to the applications collected on day 1 after 1:00 PM, institutes shall collect the applications from eligible candidates arriving on day 2 till 1:00 PM.
  - b. In case of availability of seats, the admission committee shall prepare the (trade wise) merit list of the reported eligible candidates.
  - c. For candidates to whom seat is allotted: The Institutes shall admit them provisionally through their logins.
  - d. For *remaining candidates*\*: The Institutes shall check-in the details of these candidates in the NIMI portal through their logins, latest by 3:00 PM. (subject to physical presence of the candidate and availability of seat in some other institute)
11. Choice filling for these **checked-in candidates only** shall be opened by NIMI from 19.08.2025, 4:00 PM to 20.08.2025, 12:00 PM. These candidates may fill their choices in the order of their preferences through their logins on NIMI portal.
12. NIMI shall then display the allotment list of these candidates on their portal on 20.08.2025 at 5:00 PM.
13. **Physical admission** in the allotted Institutes for all candidates is from **25.08.2025 to 29.08.2025**, irrespective of whether the candidate is admitted in counselling round or SPOT round.
14. Document verification for the candidates who have been allotted a seat in SPOT round shall be done at the allotted Institutes only at the time of physical admission.
15. The **CITS session 2025-26** shall commence from **01.09.2025**.
16. The admission committee shall ensure that the entire process of SPOT round is carried out with due diligence in adherence to these guidelines.

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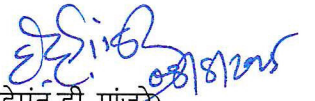
*\*For the purpose of this document, the term "remaining candidates" shall mean those candidates who have physically reported in the Institute where they wish to seek SPOT admission, but could not be allotted seat due to unavailability.*

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17. Candidates are required to maintain discipline during the admission process. Any case of indiscipline may invite disciplinary action, including rejection of candidature/cancellation of admission. However, any such activity needs to be reported immediately to the RDSDE and HoOs/ Principals of concerned institute.
18. Report of admitted trainees may be provided to CFI division on daily basis (emails to [cfi-dgt@dgt.gov.in](mailto:cfi-dgt@dgt.gov.in) with cc to [hemant.ganjare@nic.in](mailto:hemant.ganjare@nic.in)), stating number of trainees reported trade-wise, admitted, rejected and denied. A detailed report/ log may also be maintained by the institute stating the reasons of denial/rejection of trainees, etc.

This issues with the approval of competent authority.

  
(हेमंत डी. गांजरे)  
निदेशक, सीएफआई

Copy to:

1. Sr. PPS to DG(T)/SS, DGT
2. PS to DDG (Southern Region), DDG (Eastern Region), DDG (DGT).
3. Regional Directors, all RDSDEs, with a request to circulate amongst the NSTIs/IToTs under their jurisdiction and ensure compliance
4. Executive Director, NIMI
5. Principals, all NSTIs/ NSTI (W)s/ IToTs
6. Guard file

  
(कनिका मीना)  
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